



Purchase Approvals (refer to departmental procedures for pre-authorization requirements):

Purchase Information

Cardholder Information

DATE: _____

NAME: _____

VENDOR: _____

DEPT: _____

P NUMBER: _____
(last 7 digits)

PHONE: _____

Items (Brief description of items to be purchased):

Business Purpose (Breif description of what items will be used for):

Purchaser Signature / Date

Cardholder Signature / Date

Approver Signature / Date

Accounting / Editing Information:

of Receipts / Tickets (not including cover): _____

Dept. Charged	Cost	Cost Object/ Account	G/L Code	Fund (Optional)	Internal Order (Optional)	Assignment (Optional)

Other Information (list model # and serial # for those items that will be inventoried):

Vehicle #: _____

Model #: _____

Bulding #: _____

Serial #: _____

Work Order #: _____

Other: _____