

MEMORANDUM

TO: Dr. Richard Coffey, Chair, Animal and Food Sciences

FROM:

DATE:

RE: Recurring procard charge preapproval request

I am requesting FY2021-2022 preapproval for the following recurring procard charges:

1. Vendor:(Company/name, city, state): _____
2. Approximate recurring amount: _____
3. General frequency of charge: _____
4. Procard holder: _____
5. Description of service or items purchased:

-----Department use only-----

Approved

Disapproved

Reason for disapproval: _____

Signed by: _____ Date _____