

STEP 1: BASIC PURCHASE INFO

Purchase Date: _____

Purchaser Name: _____

Vendor Name: _____

Cardholder Name: _____

Amount: _____

Cardholder Dept: _____

Items Purchased:

Business Purpose:

STEP 2: PRE-AUTHORIZATION

and approvals

REQUIRED FOR PURCHASES > \$1,000

EXPLAIN ANY EMERGENCY PURCHASES MADE W/O PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE

Supervisor (or Delegate) Signature

Date

X _____

Signature of Purchaser

Date

X _____

Signature of Supervisor or Delegate **Date**

STEP 3: EDIT INFORMATION (FOR DEPT USE)

Item	Account Number		Assignment/ Internal Order	Amount
	Cost Center	WBS Element		

Additional Info (use for notes, class #, et a)