



# Purchase Request Form

Fund		Method		For Office Use	
	Site Based/General (Fund 199)		P-Card	STMT ID:	
	Campus Activity Fund (Fund 461)		P-Card Purchase Order	REQ#:	PO#:
	Student Activity (Fund 865)		Regular Purchase Order	REQ#:	PO#:
	Faculty Funds (Fund 890)		Check Request	CR#:	

School/Dept. Name: \_\_\_\_\_ School/Dept. #: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Vendor(s): \_\_\_\_\_ Vendor Sourcing: \_\_\_\_\_

Purpose (Detailed): \_\_\_\_\_

Account: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Account Balance: \_\_\_\_\_

## Approval of Purchase

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Officer (865)/Teacher Rep (890) Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Committee Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required for Principal/Secretary Reimbursement)

**Form must be attached to requisition, p-card transaction and check request when using 865, 890, reimbursement to principal or secretary, and all p-card transactions that do not have a PO.**

For Office Use Only				
Regular PO	P-Card & P-Card PO		Receipts Total	
Received On:	P-Card Name:		Receipt #1:	
	Statement ID:		Receipt #2:	
	Released On:		Receipt #3:	
			Total:	