



REQUEST FOR P-CARD PURCHASE

This request is only to be used by departments who do not currently have a P-card, for simple, **non-state-contract** purchases. For example: Office Supplies are on state contract. If you are unsure about whether your item is on a state contract, contact Purchasing (251-6100) before proceeding. If your transaction requires logging in to a Vendor website, be prepared to log in at the desk of the appropriate cardholder in the Purchasing department. The P-card is not to be used for any travel related expenses.

1. Describe item(s) being purchased, including total price (*don't forget freight*):

2. Provide the Vendor's name & address: _____

3. Provide fund allocation: Fund: _____ Account: _____ Amount: _____

Fund: _____ Account: _____ Amount: _____

Fund: _____ Account: _____ Amount: _____

4. Signatures (*at least two are required*):

Requestor:

Printed name

Signature

Date

Dept Chair/Fund Mgr:

Printed name

Signature

Date

Fund Mgr/Dean:

Printed name

Signature

Date

Vice Chancellor:

Printed name

Signature

Date

5. Relevant information must be attached (invoices, screen prints describing the merchandise to be purchased, model/item numbers, etc.)

FOR PURCHASING OFFICE USE:	
CARD PAYMENT DATE:	BOA WORKS TXN #:
CARDHOLDER SIGNATURE:	