

STEP 1: BASIC PURCHASE INFO

Today's Date: _____ Cardholder Name: _____

Vendor Name: _____ Cardholder Signature: _____

Vendor Phone: _____ Purchaser Name: _____

Form rec'd (office): _____ Additional Approver: _____

Items Purchased: *Use Supplemental Order Form for product information when ordering multiple items.*

Business Purpose: *Brief, but specific description of purpose for expenditure. If for travel, include the following: Full meeting name, meeting location & dates of travel. Attach a copy of the travel authorization.*

STEP 2a: PRE-AUTHORIZATION

REQUIRED FOR PURCHASES GREATER THAN \$1,000

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

Supervisor (or Delegate) Signature Date

STEP 2b: APPROVAL SIGNATURES

Purchaser Signature Date

Purchaser's Supervisor (or Delegate) Signature Date

STEP 3: EDIT INFORMATION

(Table is for Office Staff Use Only)

Expense Type	GL Code	\$\$ Amount \$\$	Expense Acct # (CC or WBS)

Account(s) Requested

SIO # (if required)

\$ Order Total \$