

**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 \$**