

STEP 1: BASIC PURCHASE INFO

Purchase Date: _____

Purchaser Name: _____

Vendor Name: _____

Cardholder Name: _____

Amount: _____

Cardholder Dept: _____

Items Purchased:

Business Purpose:

STEP 2: PRE-AUTHORIZATION

REQUIRED FOR PURCHASES GREATER THAN \$500

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

Supervisor (or Delegate) Signature

Date

STEP 3: EDIT INFORMATION (FOR DEPT USE)

Item	Expense Category	Cost Center/WBS Element	Assignment/Internal Order	Amount
Grand Total				