

All blanks in this form may be completed on your computer except for the two signatures/dates required. Choose the "Hand" tool above and click on the Name line to begin the form. Hit "TAB" to go to the next line. When finished, you must print out this document. You may not save the completed form on your computer if you only have Acrobat Reader, and your typed information will be lost when you close. THIS BOX WILL NOT PRINT

**Winthrop University
Richard W. Riley College of Education
Procurement Card
Approval and Justification Form**

Name of Person Completing Form: _____ Date: _____

Vendor: _____

Item(s) to be purchased: _____

Justification:

For Office Supplies:

Does Central Supply inventory the requested item(s)? ____ Yes ____ No (Check One)

If yes, provide explanation of why central supply was not used:

Requested by: _____ Date _____

Estimate of item(s) to be purchased: \$ _____

Request Approved Not Approved: _____ Date _____
(circle one) Department Chair

Department Chair: Return form to purchaser after approved.

Purchaser: After purchase is made, attach receipt and forward to your Liaison.

The Liaison will complete the bottom portion of the form.

Total Amount of Purchase: \$ _____

Default Account Number _____

If the default account number is not correct, please supply the correct

account number and object code: _____

Was sales tax paid on the purchase YES _____ NO _____ (Check One)

Approved _____ Date _____
Department Liaison