

Georgia Southwestern State University

P-CARD PRE-APPROVAL PURCHASE AUTHORIZATION FORM

Attach to the receipt and keep with statement packet. Submit with your P-card Summary Sheet.

REQUIRED INFORMATION	RESPONSE
a) Department Name	
b) Vendor Name	
c) Cardholder Name	

ITEMS TO BE ORDER	QTY	UNIT COST	TOTAL UNIT COST
SHIPPING AND HANDLING			
TOTAL OF PURCHASE			

Comments: _____

PRE-APPROVAL INFORMATION:

Required:	Signature/Date <small>(must be approved prior to purchase)</small>
a) Approver 1	
b) Approver 2	

Cardholder Signature	
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Although the original funding source associated with the funds utilized for this purchase may have been provided by one of the College/University's foundations through a grant, gift, etc., the expenditure is being made with institutional funds for institutional purposes.