



*Richard W. Riley College of Education,
Sport, and Human Sciences*

Procurement Card Approval and Justification Form

Purchaser: Complete top portion of form and submit to Department Head for approval **prior** to purchasing.

For Office Supplies: Use Staples Advantage or any other state-contracted vendor. Personal Amazon Prime accounts cannot be used with procurement cards.

Purchaser Name: _____ Date: _____

Vendor: _____

Item(s) to be purchased:

Justification (For any course fee-related purchase, **include** course number):

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

Department Head: Return form to Purchaser after approval.

Request Approved: _____ Date _____
Department Head

Budget to be charged (fund-org): _____

Purchaser: After purchase, attach receipt and forward to Department Liaison who will complete the bottom portion of the form.

Total Amount of Purchase: \$ _____

Reconciled to budget number (fund-org) and expense account code: _____

Was sales tax paid on the purchase? Yes No Subject to use tax Non-taxable

Reconciled By: _____ Date: _____
Department Liaison

DIGITAL SIGNATURES NOT ACCEPTED.