

Southern Arkansas University Tech

Departmental P-Card Approval Form

Card User Name: _____ Department: _____

Phone number: _____ E-Mail Address: _____

This form is to document the approval of the purchase of personal-type items purchased for use by a department for a specific education-related purpose. These items include, but are not limited to bottled water, candy, soft drinks, food, coffee, decorative items, microwaves, etc. These are allowable under the Southern Arkansas University Tech P-Card Policy only with prior approval from the Vice Chancellor of the requesting department. The approval form must accompany the P-Card Transaction Log and receipts submitted to the Purchasing Office.

Expense amount requested: \$ _____

Description of items to be purchased: _____

Purpose: _____

Cardholder Signature: _____ Date: _____

Approved by: _____ Date: _____

(Must be approved by the Vice Chancellor of the requesting department)