

## P-CARD PURCHASE REQUEST FORM

### FORM INSTRUCTIONS:

This form should be used to request preapproval prior to making a p-card purchase.

1. Only include one transaction per form.
2. Remember to attach quote or invoice to the request if applicable.

### GENERAL INFORMATION:

1. List the name of the vendor you plan to use for this transaction.
2. Provide a description of the item(s) to be purchased.
3. Provide a business reason for this purchase.
4. What will be the estimated total price of this purchase, including all taxes, shipping, handling, and other fees?
5. How quickly do you need this purchase?

### ADDITIONAL INFORMATION:

Choose the applicable classification for this transaction.

Less than \$1,000 unplanned, non-routine, urgent

<sup>(1)</sup> Planned, routine, non-urgent

*<sup>(1)</sup>If less than \$1,000 unplanned, non-routine, or urgent, provide justification and desired delivery date below. (Required)*

Desired delivery date

Provide business reason for urgent unplanned justification

Choose the approval type that you are requesting.

Blanket approval <sup>(2)</sup>

One-time purchase <sup>(3)</sup>

*<sup>(2)</sup>Blanket approval is for recurring charges, and covers only one fiscal year. For example, state-owned cell phone services, copier charges, etc.*

*<sup>(3)</sup>A one-time purchase is a current need only.*

TOTAL PURCHASE REQUEST

ACCOUNT TO BE CHARGED

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Printed/Typed Name & Date