



Procurement Pre-Approval Purchase Form

Date:	
Employee Requesting Purchase:	
Purpose for Purchase:	
Brief Description of Item:	
Vendor:	
Amount (Approx.):	
Index Code/Account Code:	
Employee Signature:	
Dept. Head/Division Dean Approval:	

****Pre-Approval Form must be fully signed.**

****Please attach supporting documentation/quote to request.**

****Itemized receipt must be attached after purchase has been made.**