



REQUEST FOR AUTHORITY TO SPEND

Procurement and Travel Card Services

Department Name		Date	Card privilege are revoked after 150 points	Requester's Signature
Budget Information		Requestor's Information		
Procurement Card Amount	Travel Card Amount	Requestor Name First, MI, Last		
Office Phone	Departmental Card Administrator	Requestor's ID #	Estimated Period of Request ONLY From To	
Instruction	Restrictions	E-Mail Address /Signature		
Please Note: these forms must be in triplicate	<u>NO Equipment w/o permission</u> <u>Absolutely no food, supplies, equipment can be charged to T-Card, other than Hotel Fares</u>	Department Chair Signature		
No Unauthorized Use	NO Gas Purchases	Area Vice President Signature		
Decline Card contact Purchasing Dept.	NO Individual Meals			
Statement Due by the 6th of each Month	No in State Taxes	Fund /Org. Accounting		
Read P & T-Card Manuals for proper instruction	Violations are Payroll deducted	(Fund, Org. Program, Activity)		
Be familiar with the content of both Manuals				
Agreements				

I hereby understand that the University may terminate my rights to use this Pro-Card at any time and for any reason or no reason whatsoever. I hereby agree to return the Pro-Card to the University's Procurement Card Manager or my Department's Chair or Supervisor immediately upon request from the university, when changing department, or upon termination of employment. The P-card will be use for **Student's Group Travel Only.** *Items must be purchased from the State Contract Vendor. By submitting this Request for Authority to Spend, you agree to have the stated amount deducted from your budget for the categories listed below.

Brief Statement of Card Usages:

Spending Categories	Accounting Usage			Allocation
T-Card Purchases	Check Box	Banner Org.	Description	Amount
Hotel Only				
P-Card Purchases				
Contractual Services				
Commodities and Services				
Parts/Others				
Food Can be Purchased for Student Groups and Hosting Conference with External Group				
Please Note: All Statements, forms and Receipts are Due in the Purchasing Office by <u>the 6th of each month</u> {The Original and a Copy}				

Business Office Use Only				
Approved by				
	Budget Officer	Date	Sponsored Programs/Title III Director	Date
Approved by				
	VP or Asst. for Business and Finance	Date	Procurement Director	Date
	Refer to Approval Schedule			
	Refer to Approval Schedule		Office of the President	Date

White Procurement
Canary Accountant
Pink Department