

P-Card Purchase Request Form

Dean of Students Business Office

NOTICE:

- If any of these items are available in UGAMart, they cannot be purchased with a P-Card without justification. The cardholder will determine if purchasing with a P-Card is allowable.
- If any items are to be purchased from Amazon.com, please use the Amazon Punchout in UGAmart. Amazon items are no longer purchased with a P-Card.
- Please contact the Dean of Students Business Office at (706) 542-8514 or DOSBO@uga.edu with questions.

Submitted By:Email:		Date:		
		Telephone:	Telephone:	
Vendor Na	me:			
Quantity	Part # (if applicable)	Item Description	Unit Price	Total Price
** If additio	onal lines are needed, continue	e this table in excel & attach a copy. Multiple forms are	e not needed for additional	lines.
/endor Wel	bsite:	Total Pu	rchase Price:	
		If yes, why & when is it needed?		
_				
Additional (Comments/Instructions:	:		
Name of De	epartment/Organization	Paying:		
SpeedType:		Account Code:	Account Code:	
				
Printed Nor	me of Account Manager	Signature of Account Manager	n	Date