

P-Card Purchase Request Form

Student Affairs 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, the requestor must email the specific URL link for each item to the cardholder.
- Please contact the Student Affairs Business Office at (706) 542-8514 with questions.

Submitted By:		Date:	Date:		
Email:		Telephone:	Telephone:		
Vendor Na	me:				
Quantity	Part # (if applicable)	Item Description	Unit Price	Total Price	
** If addition	onal lines are needed, continu	e this table in excel & attach a copy. Multiple forms are no	t needed for additional	lines.	
Vendor We	obsite:	Total Purch	ase Price		
-		If yes, why & when is it needed?			
Additional	Comments/Instructions	y: ————————————————————————————————————			
Name of De	epartment/Organization	Paying:			
SpeedType:		Account Code:			
Printed Na	me of Account Manager	Signature of Account Manager		Date	