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.
- Orders for Amazon Business or Staples should be placed through the appropriate UGAMart punchout.
- Please contact the Student Affairs Business Office at (706) 542-8514 with questions.

Submitted By: _____ Date: _____

Email: _____ Telephone: _____

Vendor Name: _____

Quantity	Part # (if applicable)	Item Description	Unit Price	Total Price

*** If additional lines are needed, continue this table in excel & attach a copy. Multiple forms are not needed for additional lines.*

Vendor Website:_____ Total Purchase Price: _____

Reason for Purchase: _____

Is this purchase time sensitive? _____ If yes, why & when is it needed?_____

Additional Comments/Instructions: _____

_____

Name of Department/Organization Paying:_____

SpeedType: _____ Account Code: _____

_____ _____

Printed Name of Account Manager Signature of Account Manager Date