



# P-Card Purchase Request Form

## Student Affairs Business Office

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Quantity	Item Description	Total Price

Vendor Website: \_\_\_\_\_ Total Purchase Price: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Is this purchase time sensitive? \_\_\_\_\_ If yes, why and when is it needed by? \_\_\_\_\_

Additional Comments/Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

SpeedType: \_\_\_\_\_ Account Code: \_\_\_\_\_

Printed Name of Account Manager: \_\_\_\_\_

Signature of Account Manager: \_\_\_\_\_

Date: \_\_\_\_\_

