

Southern Arkansas University Tech

Departmental Purchasing Approval Form

Requester: _____ Department: _____

Phone Number: _____ E-Mail: _____

This form is to document the approval of the purchase of personal-type items purchased for use by a department for a specific education-related purpose. These items include, but are not limited to food, bottled water, candy, soft drinks, coffee, decorative items, microwaves, etc. These items are allowable under the Southern Arkansas University Tech Policy only with prior approval. The approval form must accompany either the P-Card Transaction Log and receipt (if purchasing on P-Card), or the Purchase Request (if paying with a Purchase Order), and submitted to the Purchasing Office.

For food purchases please also attach a Meeting Agenda, sign-in sheet or something showing purpose and attendees.

Expense amount requested: \$ _____

Description of items to be purchased: _____

Purpose: _____

Requester Signature: _____ Date: _____

Approved by: _____ Date: _____

(Must be approved by the Budget Manager of the requesting department.

\$5,001-\$19,999 by Vice Chancellor or Chancellor if report directly, or Vice Chancellor and Chancellor if over \$20,000).