Clear Form

Procurement
Finance & Administration
UNIVERSITY OF GEORGIA

Print Form

P-Card Preapproval Form

General Information

List the name of the vendor you plan to use for this transaction. _____

Provide a description of the item(s) to be purchased.

Provide a business reason for this purchase.

What will be the estimated total price of this purchase, including all taxes, shipping handling and other fees?

Total Estimated Price _____

When do you intend to make this purchase with your p-card? _____
mm/dd/yyyy

Speed Type/Account Code: _____

Choose the aproval type that you are requesting.

☐ Blanket approval is for recurring charges and covers only one fiscal year. For example, state-owned cell-phone services, copier (click) charges, etc.

☐ A one-time purchase is a current need only.

Did you get Computer Equipment, Software or Services (CESS) approval for this purchase? ☐ Yes ☐ No

If you received CESS approval, make sure you add the CESS Approval # on this form: CESS _____

Note: Although the original funding source assoicated with the funds utilized for this purchase may have been provided by one of the College/University's foundations through a grant, gift, etc., the expenditure is being made with institutional funds for insitiutional purposes.

	Name	Signature	Date
Cardholder Approval:	_____	_____	_____
Approver 1:	_____	_____	_____
Approver 2:	_____	_____	_____