



REQUEST FORM

RESTRICTED PURCHASE APPROVAL

Please Print Information

Name of Employee (as shown on driver's license): _____

Department: _____

The P-Card may not be used to purchase items which are considered an inappropriate use of College funds. The Cardholder may be liable to the College for any purchase which is prohibited or deemed an inappropriate use of College funds. The use of the P-Card for certain purchases which are restricted but may be considered necessary in some cases will be handled case by case, but must be approved prior to the use of the P-Card.

PLEASE LIST RESTRICTED ITEM(S) TO BE APPROVED FOR PURCHASE:

EXPLANATION OF NECESSITY OF RESTRICTED PURCHASE:

This form must be signed by the parties indicated below and forwarded to the Director of Purchasing and Compliance for processing.

Employee:

Signature

Date

Chief Financial Officer:

Signature

Date