SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES





All fields must be completed.

Vendor:	BASIC INFO					
If SRM, please provide number: Cardholder Phone: Items (brief description of items purchased): PRE-AUTHORIZATION Required for purchases greater than \$500. Fill out this form and submit it along with related documentation (i.e. quotes, receipts). Supervisor Signature / Date ACCOUNTING & EDITING INFO Number of Receipts / Tickets: Cost Center / WBS Element Internal Order Am Item G/L Account WBS Element Internal Order Am ADDITIONAL INFO FOR ITEMS TO BE INVENTORIED Items to be inventoried include: any equipment above \$2,000 and computing equipment above \$1,000 and computing	Vendor: P-Number (last 7 digits):		Purchaser Name:			
PRE-AUTHORIZATION Required for purchases greater than \$500. Fill out this form and submit it along with related documentation (i.e. quotes, receipts). Supervisor Signature / Date ACCOUNTING & EDITING INFO Number of Receipts / Tickets: Item G/L Account Cost Center / WBS Element Internal Order Am Grand Total Invoice: \$ ADDITIONAL INFO FOR ITEMS TO BE INVENTORIED Items to be inventoried include: any equipment above \$2,000 and computing equipment above \$1,000 and computing e						
Required for purchases greater than \$500. Fill out this form and submit it along with related documentation (i.e. quotes, receipts). Supervisor Signature / Date ACCOUNTING & EDITING INFO Number of Receipts / Tickets: Item G/L Account Cost Center / WBS Element Internal Order Am Grand Total Invoice: \$ ADDITIONAL INFO FOR ITEMS TO BE INVENTORIED Items to be inventoried include: any equipment above \$2,000 and computing equipment above \$1,000 a	Business Purpose (brief d	escription):	Items (brief descrip	otion of items purcha	sed):	
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