

*** * PURCHASE VOUCHER * ***

Today's Date _____

Person Originating Request _____ Extension _____

Department/Group _____

Reason for request: _____

Amount \$ _____ (shipping included) Vendor / Company _____

- ☐ I will be purchasing for reimbursement (less than \$25).
- ☐ I will be purchasing and will need credit card.
- ☐ Vendor does not take credit cards – I have attached the form Request for Pay (or Independent Contractor Form)

(THERE MUST BE MONEY IN YOUR ACCOUNT TO COVER REQUEST)

ACCOUNT # _____

PRINCIPAL'S APPROVAL/NON-APPROVAL USUALLY COMMUNICATED BY EMAIL WITHIN 48 HOURS.