



Purchase Approval Request

Purchase Order Check Request PNC Credit Card
 Petty Cash Electronic Payment Other: _____

Requestor's Name: _____ Date: _____

Pay To: _____

Address: _____

Do not mail check – hold for pick up
 Do not mail check – forward to: _____
 Include original documents with check
 Include tax exemption certificate with check

Date check is needed: _____

Funding Source: _____

Amount of Purchase: _____

Description: _____

List of participants/attendees and receipts must be turned in within 10 days of an event. Expenditures not supported with the required documentation are considered "disallowed costs". Disallowed costs will be deducted from the payroll check of the responsible person.

Requestor's Signature

CFO's Signature

Manager's Signature

CEO's Signature (over \$3000)

For Accounting Use Only			
Payee ID:			
Document Date:			
Due Date:			