



# EMPLOY MILWAUKEE PURCHASE APPROVAL REQUEST FORM

Purchase Order

Check Request

PNC Credit Card

Electronic Payment

Petty Cash

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: \_\_\_\_\_

Lists 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 \_\_\_\_\_

Vice President's Signature \_\_\_\_\_

Manager's Signature \_\_\_\_\_

CFO's Signature \_\_\_\_\_

CEO's Signature (over \$3000) \_\_\_\_\_

-----For Accounting Use Only-----

Payee ID \_\_\_\_\_

Document Date \_\_\_\_\_

Due Date \_\_\_\_\_

CODE