

COLLEGE OF MEDIA

REQUEST FOR PURCHASE or SERVICE FUNDING

ADVANCED APPROVAL IS REQUIRED PRIOR TO MAKING ANY IT RELATED PURCHASE, ANY PURCHASE OF AN INDIVIDUAL ITEM OVER \$500, OR SECURING ANY SERVICE. NO REIMBURSEMENTS OR PAYMENTS INVOLVING UNIVERSITY FUNDING WILL BE MADE WITHOUT A COMPLETED REQUEST ON FILE.

* Please attach additional information as needed. *

(Rev. 3/26/19)

REQUESTER: _____ DATE: _____

ACCOUNT NAME (source of funds): _____

ACCOUNT # (C-FOP): _____

ITEMS / SERVICES TO BE PURCHASED: _____

Check procurement method: Personally (TEM reimbursement) iBuy order (buyer: _____)

P-Card or T-Card (cardholder: _____)

Campus store (Tech Zone, WebStore, etc.): _____

Direct payment to vendor: thru TEM Purchase order Banner JV

ASSOCIATED COSTS: _____

TOTAL REQUESTED: \$ _____

REQUESTOR'S SIGNATURE: _____ DATE: _____

FUNDING / REIMBURSEMENT AUTHORIZATION

APPROVED BY: _____ DATE: _____
Department / Unit Head

APPROVED BY: _____ DATE: _____
Dean of College / Dean's Designee