|  |  |
| --- | --- |
|  | |
| **Departmental Purchase** | |
| **Date** |  |
| **Maximum Amount Approved** |  |
| **Purchaser’s Name** |  |
| **Cost Center & Account Code (and activity code, if applicable)** |  |
| **Description of Event** |  |
| **Description of Purchase** |  |
| **Cost Center Manager Name** |  |
| **Cost Center Manager Signature** |  |
| **Gift Shop Use Only** | |
| **Actual Amount of Purchase** |  |
| **Date of Purchase** |  |