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| **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** |  |