Northwestern State University
P-Card Purchase Approval Form

***Purpose**: This form serves as a worksheet to be completed by the cardholder to gather all necessary information prior to initiating a P-Card purchase.*

PURCHASE DATE: ______________________________

SHIP TO INFORMATION:

Department: ______________________________

Address: ______________________________

______________________________ Email: ______________________________

Attention: ______________________________ Phone: ______________________________

VENDOR INFORMATION:

Vendor Name: ______________________________ Vendor Contact: ______________________________

COMMODITY/ACCOUNTING INFORMATION:

Note: *Line item text should be entered in the block below the item associated.*

Commodity Line Item Description	U/M	Qty	Unit Price	Total	Index	Acct

***NOTE**: To add additional commodity line items, attach a separate sheet*

*Signatures Are Required **Prior** to Purchase. By Signing Below, You Certify That You Have Reviewed Your Budget and Confirmed That Sufficient Funds Are Available to Complete This Purchase.*

______________________________ Cardholder

______________________________ VP/President (*if applicable*)

______________________________ Cardholder's Approver

______________________________ Information Technology (*if applicable*)

______________________________ Budget Unit Head