REQUEST FOR A PURCHASING CARD / PURCHASE ORDER TRANSACTION USING IFO PROFESSIONAL TRAVEL AND STUDY FUNDS  
(Revised – 1-11-18)

Person and department requesting purchase: ________________________________

Requestors telephone number: ________________________________

Account number for purchase: ____________________

Item(s) requested: include description as an attachment for each item

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Total amount of transaction: ________________

Vendor Name: ________________________________

Faculty Member’s signature: ________________________________ Date: _____________

Department Chair signature: ________________________________ Date: _____________

(indicates there are sufficient funds in the account to cover the request)

Academic Affairs approval signature: ________________________________ Date: _____________

Approved form should be returned to ________________________________, Box # ______________

Please complete so Academic & Student Affairs knows where to return – thank you!

A copy of this form should be attached to your credit card statement or uploaded to the Marketplace Purchasing system, when the signed statement is sent to purchasing.