REQUEST FOR A PURCHASING CARD / PURCHASE ORDER TRANSACTION
USING IFO PROFESSIONAL TRAVEL AND STUDY FUNDS
(Revised – 10-6-20)

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 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.