

**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.