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| **1. Request to purchase via P-card – Please include an ITEMIZED receipt for each charge.**  **(USE SEPARATE REQUEST FORMS FOR EACH VENDOR)**  Vendor: Cardholder:  Description: Date: Chg. Amt.:  Description: Date: Chg. Amt.:  Description: Date: Chg. Amt.:  Description: Date: Chg. Amt.: |
| **2. Request to purchase on account via A/P** Vendor:  Description:  Inv#: Inv Date: Amt.: |
| **3. Request for Personal Reimbursement (non-travel)**  Purchase Description:   Pay To:   Address:  Date of purchase: Amount: |
| **4. Request to Purchase From:**   Total:  Please attach list of items to be purchased  (INCLUDE CATALOG #’S, AND DESCRIPTION)  **Orders of $1,000 or more must be requested on a Requisition. Orders totaling $3,500 or more require 3 written bids. Orders over $25,000 shall be solicited by the Purchasing Department. If Sole Provider, additional paperwork must be completed and submitted with requisition.** |
| **5. Request to Order From: R12 Supply Center:**  **Please attach a list of items to be ordered and the catalog number for each item.**  **Refer to website catalog for items available:** [**http://supplycatalog.r12mail.sps.org/**](http://supplycatalog.r12mail.sps.org/) |
| Submitted by: Account Name:    Approved by: Budget Code:  Administrator  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |