



DFMWR Purchase Authorization Form

Use Form for GPC, Unit Funds, Petty Cash

FM is the proponent

SECTION I: REQUESTOR INFORMATION

Purchase Request #		Request Type	
Requestor Name		Request Date	
Activity / Unit		Requested Delivery Date	
Phone		Location Code / UIC	
Email		Delivery Site	

SECTION II: VENDOR INFORMATION (Sole Source Justification attached _____)

Vendor Name	POC
Address 1	Phone
Address 2	Email

SECTION III: PURCHASE INFORMATION

Item No.	Type*	Description of Item/Service	LOC	DEPT	GLAC	QTY	Unit	Unit Price	Cost
1									
2									
3									
4									
5		Shipping							
								Total	
* CPMC-Capital Purchase/Minor Construction, FA-Fixed Asset, IT-IT Related Purchase, OHR-Other Hand Receipt, MISC-Miscellaneous/Other		Justification							
CPMC Project Number									

SECTION IV: AUTHORIZATION AND APPROVALS

1. Requestor (All Requests)				2. Supervisor/Fund Authorizer/Unit Fund Manager (All Requests)			
Requestor				Name			
Date				Date			
Signature				Signature			
3. Information Technology (Type: IT)				4. Supply and Service (Type: IT, CPMC, FA, OHR)			
Approver Name				Property Book Number			
Title				Approver Name			
Date				Date			
Signature				Signature			
5. Financial Management (Type: FA, CPMC)				6. GPC Approval (Request Type: GPC)			
Approver Name				Cardholder Name			
Title				Billing Official			
Date				Date			
Signature				Signature			

SECTION V: RECEIVING REPORT

Receiving (CANNOT BE SIGNED BY CARDHOLDER)			Fixed Asset / Other Hand Receipt Information		
Receiver Name				Hand Receipt Holder	
Received Date				Make	
Signature				Model	
				Serial Number	