



P-Card Purchase Request Form

Student Affairs Business Office

NOTICE:

- If any of these items are available in UGAMart, they cannot be purchased with a P-Card without justification. The cardholder will determine if purchasing with a P-Card is allowable.
- Orders for Amazon Business or Staples should be placed through the appropriate UGAMart punchout.
- Please contact the Student Affairs Business Office at (706) 542-8514 with questions.

Submitted By: _____ Date: _____

Email: _____ Telephone: _____

Vendor Name: _____

Quantity	Part # (if applicable)	Item Description	Unit Price	Total Price

** If additional lines are needed, continue table in Excel and attach a copy.

Vendor Website: _____ Total Purchase Price: _____

Reason for Purchase: _____

Is this purchase time sensitive? _____ If yes, why and when is it needed by? _____

Please see next page

Additional Comments/Instructions:

Name of Department/Organization Paying: _____

SpeedType: _____ Account Code: _____

Printed Name of Account Manager _____

Signature of Account Manager _____

Date _____