



P-CARD PRIOR APPROVAL FORM
REQUIRED FOR ALL PLANNED, ROUTINE, NON-URGENT PURCHASES

Supplier Name:		Cardholder Name:	<i>Print Name of Cardholder</i>
Supplier Info:			<i>Cardholder Signature</i>
Department Name:		Department Budget #:	

Fund	Department	Program	Class	Project

List Item(s) to be purchased	QTY	UOM	Unit Price	Total <small>(Calculated Automatically)</small>	Account

BUSINESS PURPOSE:

Before making purchases, do you need any “prior approvals?”

- | | | |
|-----|----|---|
| Yes | No | IT (UITS)/AV Approval – Technology equipment, audio visual equipment, or software (including cloud-based and subscriptions)? Obtain approval here . |
| Yes | No | Design Approval – Obtain approval here . |
| Yes | No | EHS Approval (ex: chemicals, tanks, etc.) by emailing chemicals@kennesaw.edu |
| Yes | No | Legal Affairs Approval (Contracts, etc.) – Obtain approval here . |

Two approvals required

Mandatory Approving Official:

Populated upon signature

Mandatory Fiscal Approval:

Populated upon signature

**Although the original funding source utilized for this purchase may have been provided by one of the University's foundations through a grant, gift, etc., the expenditure is being made with institutional funds for institutional purposes.*