

Purchasing Card Pre-Approval Form

Form Instructions

- This form establishes pre-approval for Purchasing Card transactions.
- The form must be completed by the cardholder, and approved by the cardholder's supervisor prior to the purchase being made.
- Approval is granted by the cardholder's supervisor signing the form prior to the processing of the P-Card purchase. The approving supervisor must fit within the approver definition defined in the State and UNO's Purchasing Card Policies.
- After the purchase is processed, the form is scanned into PeopleSoft with the receipt and supporting documentation during the reconciliation process.
- It is strongly recommended to submit the form and receipts on weekly basis.

Cardholder Name:		
Date:		
Last Four Digits of Card:		
Items That Will Be Purchased:		
Vendor 's Name:		
Estimated Amount of Purchase:		
Cardholder's Supervisor's Printed Name:		
Cardholder's Supervisor's Signature:		
Billing Cycle (example May 5):		