

Procurement Card Shopping List

Please complete this form and present it to the purchasing office prior to checking out a procurement card. Remember to call in advance to make sure procurement cards are available. Only items noted on this list are to be purchased.

\$200 Daily limit for ALL P-Cards (except Costco). Two business day checkouts.

PO # _____

CARD _____

DATE _____

NAME _____

REQUESTER SIGNATURE _____

ADMINISTRATOR SIGNATURE _____

FUND MANAGER SIGNATURE _____

ITEMS TO BE PURCHASED

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____