

# KUA PURCHASE ORDER AND CHECK REQUEST



Check

Credit Card

Purchase

# \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_

Payee / Source \_\_\_\_\_

Address \_\_\_\_\_

Program Purpose  
(Class or Program) \_\_\_\_\_

Grant billed to  
(if known) \_\_\_\_\_

Are there funds remaining in budget / Grant to cover this request?      Yes      No      Maybe

If No, how do you plan to pay for? \_\_\_\_\_

If items(s) need to be ordered by Internet or phone - please check here

If items(s) need bid process - please check here      (3 bids required)

Additional Ordering instructions \_\_\_\_\_

**Please attach order forms, entry forms, copies of catalog pages, etc.**

Item Description \_\_\_\_\_  
\_\_\_\_\_

Estimated Total Cost \$ \_\_\_\_\_ To Be Ordered By \_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

## Approvals (2 approvals required for Capital Items or over \$5000) - Tom 2nd Approval

### KUA Program Purchases

\_\_\_\_\_  
Program Director/Director of Academics

Tom Cole

### General Office Supplies

\_\_\_\_\_  
Office Manager /Director of Academics

Tom Cole

### Technology/IT

\_\_\_\_\_  
Program Director/Director of Academics

Tom Cole

(Accounting/Purchasing Use Only)

Account No & Class / Grant \_\_\_\_\_