

Department of Teaching, Learning, and Culture  
Purchase Request

Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Program Area: \_\_\_\_\_

Item(s) to be purchased	Purpose of Purchase	Possible Vendors

Estimated Cost: \_\_\_\_\_

Date when purchased item(s) will be needed \_\_\_\_\_

Will item(s) be purchased over the internet?    Yes     No

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**Department Approval:** \_\_\_\_\_

Are you purchasing airfare?            Yes              No  
If yes, please request separate **CBA** travel card.

Source of funds: \_\_\_\_\_

Card to be Returned:    *Date:*            \_\_\_\_\_            *Time:*            \_\_\_\_\_

**Guidelines:**

- **When returning the card, you must include the itemized receipt.**
- **No tax is allowed on the receipt. If tax is included, you are responsible for getting a new receipt.**
- **No travel expenses are allowed on this card.**
- **No alcohol is allowed on this card.**

I have read the above guidelines and agree to follow them when using this card.

**Signature of Program Area Coordinator:** \_\_\_\_\_

ProCard Account: \_\_\_\_\_