

# Request to Purchase for Payment by Voucher

(note *all services* must be initiated on a contract)

Date of Request:	
Requestor:	
Chair or Assoc Chair Signature:	
Vendor:	
Total Charge:	
Dept/Cost Center:	
Cost Center Manager Approval:	
Course Number:	
Purpose/Benefit:	

If the amount of the order will be in excess of \$4,999.99, please forward this request to the Education Business Office for processing.

### *Vendor Hold Search Completed*

Response: Choose an item.

*(Print a copy of the search and attach to this form)*

***Affix charge receipt here.***