



Bookstore Department Purchase Request Form

INSTRUCTIONS: Complete this form to have an item in the bookstore charged directly to your department. Before the purchase can be made, a signature must be obtained by the Department's Budget Manager and by the VPFA or Designee. Note: If purchasing clothing for staff members, the item must be added to his or her w2 per IRS regulations and a copy of this form sent to HR.

DATE: _____ REQUESTED BY: _____

DEPARTMENT: _____

CHART STRING: _____

BUSINESS
PURPOSE: _____

ITEM DESCRIPTION	QUANTITY	TOTAL PRICE

COMMENTS: _____

DEPARTMENT BUDGET MANAGER

VPFA OR DESIGNEE