

E&T Purchase Request

(Please complete this form and submit to Roy Strassberg {Strassbergri@appstate.edu})

Requestor: _____ Date of request: _____

Item(s) requested (attach copy of shopping cart if online vendor):

Purpose of the items requested:(specific class title and number, etc.)

Class Title/Number: _____ Area: _____

Items to be used for: _____

By signing below, I confirm these items are to be used for educational/professional purposes and not for personal use. (Electronically submitting this form is the same as signing.)

Requestor signature Date

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## APPROVAL/DENIAL

YES. I approve this purchase request to be charged to \_\_\_\_\_ fund.

NO. I do not approve this purchase request. Reason: \_\_\_\_\_

\_\_\_\_\_  
Roy Strassberg, Interim Chair, Department of Art Date

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Office Use Only: Request received _____ Order Placed on: _____ P Card online _____ P card on phone _____ P card in person _____ Other: _____

Order Log # _____

Rev. 8/3/2011 M:Forms:New Order