

Year-End Purchase Request

For all purchases after PCard and ePro have been cut off

Middle Georgia State University
100 University Parkway
Macon, GA

0 G G J D F P G # V E H F U 1 M
Phone: 478-
C V E H F U ! N H B F E V

Vendor:

Quote attached to Request

Address:

City, State, Zip:

Phone:

& N B J M

Contact Name:

Sub-total	
Shipping	
Grand Total	

Comments:

\$ I B S U String:	
Budget Approval:	
EVP, F&O Approval: (If Needed)	

Although the original funding source associated with the funds utilized for this purchase may have been provided by one of the College/ University's foundations through a grant, gift, etc., the expenditure is being made with institutional funds for institutional purposes.

PO Number:

PO Sent to Vendor
 PO Sent Back to Requester