

Equipment Form

This form is only to be used if a purchase of equipment was inadvertently made using the Procurement Card.

Agency: _____ Request Date: _____

Card Administrator: _____ Phone: _____

Please circle one of the following: In store purchase/website order/ telephone order

Date Ordered: _____ If website or telephone is chosen please provide either the website or phone number: _____

Vendor:

Qty	Item #	Detailed Description	Price

I understand that equipment should not be purchased on the procurement card and certify that no future purchases will be made for equipment.

Cardholder: _____ Date: _____

Approver signature: _____ Date: _____

Fund* _____ Org _____ Account _____ Program _____ Activity _____

**If restricted (3xxxxx/8xxxxx), the restricted fund section below is required.*

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