



Poole College of Management
Office of Business Services

Procurement Request Form

Section I: Required Information

Complete this section and attach to ALL transactions related to [PCards, Invoices, Reimbursements and MarketPlace](#).

Merchant/Vendor *N/A if reimbursement:

Project ID:

Transaction Amount:

Transaction/Invoice Date:

Travel Authorization (TA#): *if applicable

Detailed Business Purpose:

**To include: Who? What?
When? Where? and
Why?*

PCard - upload a copy of this form as supporting documentation to the transaction via the PCard Center.

**If the above transaction is a credit, please include the Original CPS#*

Invoice - include a copy of this form with the invoice when requesting a payment.

**Late Justification if past 30 days of date issued:*

Personal Reimbursement - include a copy of this form with the receipt when requesting a reimbursement.

_____	_____	_____	
First Name	Initial	Last Name	
_____	_____	_____	_____
Street	City	ST	Zip Code
		@ncsu.edu	
_____	_____		
Office Phone	Email		

MarketPlace- upload a copy of this form via Header Comment Section.

Section II: Authorized Signatures (in lieu of AP107)

Complete this section if the purchase above involved [food and/or alcohol](#) or a reimbursement.

Attendee List MUST be attached, to include name (first and last) and the status/business relationship of each person that was served a meal.

Claimant Signature (Reimbursement)

Date

Supervisor (Reimbursement) or Dept. Head (Food) Signature

Date

Printed Name with Title

On-Campus Events w/Alcohol - Completed Permission Form w/Dean Signature is attached.

Off-Campus Events or University Business Related Meals w/Alcohol - Dean signature below.

Dean Signature (Alcohol)

Frank Buckless, Stephen P. Zelnak Dean

Date