

EPCSE Purchase / Reimbursement Request Form

This form should be used for special orders that need to be made through the Penn State Purchasing Card or Purchase Order. Examples of items would be book orders, computer equipment and other items. This should also be used if you are requesting reimbursement for a purchase. All purchases will require a short but specific justification relating to how the item(s) will be used for work-related purposes.

Requester: _____ **Date:** _____

Budget #: _____ **Fund #:** _____ **Cost Center:** _____

Approval Signature: _____

Vendor: _____

Items:

QTY	

DETAILED JUSTIFICATION: _____

NOTE: If you do not indicate a budget to be charged, the item(s) will be charged against your allotment.