



**Internal Accounts Purchasing Card Requisition Form**  
**THIS IS NOT A PURCHASE ORDER**

Date \_\_\_\_\_

I, \_\_\_\_\_ request the use of the Internal Account P-Card to purchase the following item(s) from

\_\_\_\_\_ for \_\_\_\_\_  
*Account Name or Number* *Purpose for Purchase*

Vendor	List Items	Quantity	Unit Cost	Total Cost

Approved By: \_\_\_\_\_  
*Department Head/Sponsor* *Bookkeeper* *Principal*

Date Approved: \_\_\_\_\_

Please attach any supporting documentation and return it to the Bookkeepers Office.