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PURCHASE REQUISITION & PETTY CASH REQUEST - LBJ STUDENT CENTER

☐ eNPO ☐ P-CARD ☐ Purchase Req ○ ☐ IDT ☐ Reimbursement

Vendor		Contact		eMail	
Address		Phone		Fax	

☐ 4720- Marketing	☐ 3639 Involve Bobcat Preview	☐ 4730 Involve SACA-Entertainmer	☐ 3820 Revs. Gaillardia Fest
☐ 3639 PALM	☐ 3818 Conference Services	☐ 3819 Retail Management	☐ 3824 George's Programs
☐ 4730 Assessment	☐ 3824 Dining Services	☐ 3366 LBJ Maintenance	☐ SSF Late Nite/Weekend
☐ Student Foundation STUFO Donati	☐ Leadership Institute Endowment		

Event / Program	Location	Event Date	Expected Delivery	P-card Holder	Last 4 Card#	AP-12
						☐ check for food purchases

Budget Item	Requested By	Request Date	Supervisor Apprv.	Assoc. Dir. Apprv.	Approval Date	

Justification:

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

Cash Checked out		Processed By		Estimated Of Order	$ 0.00
Date & Time		Amount Returned		Final Cost	
Pcard User		Invoice Returned			

SubTotal	
Grand Total	