

P-Card Pre-Approval Form

Required for purchases of a single item of \$500 and over

		P-Card purchases of a single item of \$500 and over should						
Cardholder Name:			have the Principal/Administrator or Approving Official's					
Location Name:		signature prior to the purchase. During reconciliation in SAP attach this signed form to the transaction(s) for which it applies; one form may be used for multiple purchases/transactions.						
Date:								
Requested By:	Description of item	Vendor Name	Single Item \$ Amt.	GL Account *	Fund	Functional Area	Cost Center No.	
						l.		
Signature of Administrator or P-Card Approving Official (AO)			Print Name	of Administrator of	or AO	Date		
Commonly Used GL Accounts •								
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410010 Textbooks - General Purpose 420010 Other Books - General Purpose			430004 Reprographic Services 520002 Travel/Conference Attendance					
	Other Books - Elementary	530001 Dues and Membership						
430010 Instr Material-General Purpose				560011 Rental Of Equipmenŧ				
440001 Non-Capitalized Equip-All Other				560005 Repair Of Equipment				
430001 General Supplies 430002 Advisory Committee Expenses				560006 Maintenance Of Equipment				
430002 Advisory Committee Expenses 430003 Maintenance/Operations-Supplies				580002 Toshiba Copier Charges 580012 Contract Bus Services				
	also known as Commitment Item		590001 Tel, Pager,Postage Fees					