Grant/Contract Procurement Card Purchase Approval Form

All purchases charged to grants and contracts require the Principal Investigator's approval. If the PI is not the procurement cardholder or the approver (usually the department head or budget authority), please obtain the PI's signature, authorizing the purchase at the time the transaction occurs. Attach this form to the procurement card statement and return to Accounting with original receipts.

Procurement Card Number

4715-63 - -

Cardholder's Name	Cardholder's extension

Date of Purchase	Item Description	Amount	Indicate 24 Digit Account Number Charged	Principal Investigator's Signature