



## Purchasing Card Pre-Approval Form

### Form Instructions

- This form establishes pre-approval for Purchasing Card transactions.
- The form must be completed by the cardholder, and approved by the cardholder's supervisor prior to the purchase being made.
- Approval is granted by the cardholder's supervisor signing the form prior to the processing of the P-Card purchase. The approving supervisor must fit within the approver definition defined in the State and UNO's Purchasing Card Policies.
- After the purchase is processed, the form is scanned into Workday with the receipt and supporting documentation during the reconciliation process.
- It is strongly recommended to submit the form and receipts on weekly basis.

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| <b>Cardholder Name:</b>                        |  |  |
| <b>Date:</b>                                   |  |  |
| <b>Last Four Digits of Card:</b>               |  |  |
| <b>Items That Will Be Purchased:</b>           |  |  |
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|  |  |  |
| <b>Vendor 's Name:</b>                         |  |  |
| <b>Estimated Amount of Purchase:</b>           |  |  |
| <b>Cardholder's Supervisor's Printed Name:</b> |  |  |
| <b>Cardholder's Supervisor's Signature:</b>    |  |  |
| <b>Billing Cycle (example May 5):</b>          |  |  |