



**PUR-F014 - PROCARD APPROVAL FORM
ADMINISTRATOR/CONFIDENTIAL EMPLOYEE
PROFESSIONAL DEVELOPMENT FUND**

Submit this form to Terri Unck or Wendy Akins at Business Services for approval prior to purchase. We will get Cabinet level approvals for you.

A copy of this approved form must be printed and attached to the Procard Transaction Log.

Date:	Location:	Cardholder:
Name of Administrative or Confidential Employee Purchase is for:		

Date Needed:	Vendor (if known):

Item Description:	Amount:
Total:	

Meets Professional Development Requirements & Funds are Available:	Professional Development Approval:	Date:
Name of Cabinet Level Approver:	Signature:	Date:

If actual charges differ from approved amount, immediately notify Business Services.