

REQUEST PURCHASE UTILIZING PROCUREMENT CARD FORM

ESCAMBIA COUNTY SCHOOL DISTRICT								
REQUEST PURCHASE UTILIZING PROCUREMENT CARD						DATE: _____		
School / Department Name:			Principal/Dept. Head Signature:			Date:		
Requester's Name:			Requester's Signature:			Date:		
Supplier Name & Address:						Note: This form can ONLY be used for a single purchase. If additional purchases from the same vendor are required; there must be a form completed for EACH purchase.		
These Funds are Being Spent For:								
Type of Purchase: ☐ District Funds Procurement Card ☐ Internal Accounts Procurement Card								
AUTHORIZATION TO ASSIGN ANOTHER PERSON TO MAKE THIS PURCHASE I authorize _____ to make this purchase on my P-Card via phone or internet. Cardholder Signature _____ Date _____								
Item Number	Description of Item	Quantity	UOM	Unit Price	Extended Price	Fund	Account	Center
Item Number	Description of Item	Quantity	UOM	Unit Price	Extended Price	Internal Account Name & Number		
TOTAL AMOUNT: \$						Revised: 01/2023		