

PURCHASING USE ONLY

DATE: _____

Purchasing Review
Notes (Date/Comment)
Notes (Date/Comment)
Purchasing Approval

UCA REQUEST VIN: EMPLOYEE STUDENT

BEFORE ENTERING YOUR REQUISITION FOR TRAVEL or PETTY CASH REIMBURSEMENT, complete this form and email to the Purchasing Department at purchasing@uca.edu. Human Resources must assign a UCA ID number prior to the submission of this form. We will then enter the information into the Banner System. **You must note your vendor number in the box below and return this form to the Purchasing Office. Your vendor number is your UCA ID number, the “B” takes the place of the first zero of your UCA ID number.** If you have any questions or need assistance, please call 450-3173.

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From: _____
 (Department Name) (Work Phone No.) (Department Email)

Employee/Student Name	
Office Address	
Building & Room No.	
City, State, Zip	
Home Mailing Address, City, State, Zip	

Requested By: _____
 (Signature)

Purchasing Use Only Date Entered:	Initials: