

PCard Requisition Form

Completion of this form is required, per PCard policy, *prior* to making any purchase that is not considered urgent, unplanned or non-routine or a state approved exception. If your purchase is urgent, unplanned or non-routine or falls into one of the exception categories, you must note it as such in the comment section of Concur for that transaction. Any transaction missing either this form or an exception comment in Concur will cause the statement to be returned by the approver to the cardholder. Approvers of this form cannot be a subordinate of the cardholder. The form should be attached in Concur along with the receipt image. **By signing this form, Approvers are stating that he/she acknowledges the cardholder is requesting prior approval, as required, and the purchase, to the best of his/her knowledge has followed Georgia Tech policy up to this point.**

Cardholder Name

Last Four Card Digits

Date Requisition Submitted

Department

Vendor Name

Date of Purchase

Allocations

Value of Purchase (\$)

Project Number

Benefit to the Project

Description

Approvals

Approver 1 Name

Approver 1 Signature

Date

Approver 2

Approver 2 Signature

Date