

REC SYSTEM Pre-Purchase Authorization – Transaction Request Form

APO (Requisition + Invoice)
 Requisition Only
 PO Invoice Request
 Non-PO Invoice Payment
 P-Card Expense

Requested By	Request Date	Unit/Department	Invoice Number
Vendor Information / Suggested Vendor Information		Business Purpose / Project Name	

QTY	Item Description / Chart String Reference Letter / Percentage Allocation	Amount	Tax	Total
Sub Total:				

Special Instructions or Additional Notes - PO#, For Non-POs Supplier Site Address

Department/Role: _____ Approved By: _____ Date: _____
 Department/Role: _____ Approved By: _____ Date: _____

Chart String

Ref.	Entity	Fund	Financial Dept.	Natural Account	Purpose	Program	Project	Activity	Task (if PPM)
A									
B									
C									
D									
E									

Instructions: When splitting expenses, use the Reference letter of the Chart String on the Item Description. For example, 25% on A, 50% on B, 25% on C. If using the form for various items that use different chart strings, enter the reference letter next to the item description.