

TLTE Faculty Purchase Request Form

Use this form to request a PCARD purchase from a TLTE cardholder

Your Name: _____

Staff Purchaser Name: _____

Today's Date: _____

Requested Merchant Name (where would you like items purchased from?):

Description of Item(s): _____

Link to item(s) if online: _____

Date Needed by: _____

Professional organization memberships may be renewed through your grant cost object number. Are you purchasing a membership renewal? _____

If you are renewing a membership and/or purchasing a conference registration, please indicate a date/time when you can be contacted to complete your renewal and you will be contacted to complete your transaction: _____

If you are purchasing a conference registration to attend in person, you must provide your CONCUR trip number: _____

COST OBJECT NUMBER: As a requestor, you are responsible for providing the correct cost object number. ****Your purchase will not be made without the CO#.****

- If you are requesting items for an event please attach a flyer.
- If you are requesting items for a meeting please attach an attendee/invitee list and agenda.
- If you are requesting a conference registration, please attach conference agenda.