P-Card Approval Form for HEF Account

Please email to P-Card Coordinator or fax to 4282

Approval must be received before the purchase can be made.

Date: ____________________  Department: ____________________

Card Holder: ____________________  Phone: ______________

Requestor Name: ____________________  Phone: ______________

The Controller’s Office is required to report HEF purchases to the State Controller in order to be reimbursed for the expenditure. Before that can be done the vendor must be in the state accounting system. If they are not already in TINS (Texas Identification Number System), purchases cannot be reported in USAS (Uniform Statewide Accounting System), and the expense cannot be reimbursed.

Contact Accounts Payable if you are not sure if a vendor is in the state system. If they are not, AP will need information about the vendor in order to get the required documentation needed to add them to the state vendor database.

Request for Purchase

Vendor: ____________________  Tax ID# or TINS: ______________

Vendor Address: ____________________  Phone: ______________

City: ____________________  State: __________  Zip: __________

(Contact Accounts Payable at Ext: 2432 for State Comptroller TINS number)

Items

1. ____________________  $ ______________

2. ____________________  $ ______________

3. ____________________  $ ______________

4. ____________________  $ ______________

Additional Information: ____________________

For Procurement Use ONLY

Decision: [ ] Approved  [ ] Approved w/modifications  [ ] Rejected  [ ] Other (explain)

Justifications: ____________________

__________________________________________  ____________________
P-Card Coordinator Signature  Date