



California State University | Stanislaus

PCard Pre-Purchase Authorization Form

Required for all purchases \$500 or more

Today's Date: _____

Cardholder's Name: _____

Merchant Name: _____

Transaction Amount: _____

Item: _____

Reason for Purchase:

Fund Number: _____

*Fund and Purchase must adhere to the Hospitality Policy.

Vice President Pre-Approval: _____

Date Approved: _____

****All Pre-Purchase Authorization Forms must be submitted with the Cardholder Transaction Report.**