

Executive Leadership Team
Purchase Approval Form

Date of Request: _____

Requested By: _____ Department: _____

Justification of purchase:

Required on site date: _____

Tax Exempt Form Submitted: Yes No

Department Approval: _____ Date: _____
Signature, Title

Received by (*ELT Member*): _____ Date Received: _____

Any other recommendations needed to finalize approval (see requirements below):

ELT Approval: Y N

If approved, VP of Finance/CFO will forward approval to Procurement.

VP of Finance/CFO Confirmation of Approval

If not approved, please return to requester with reason.

Acknowledgement sent to: _____ via Phone Email

Date Acknowledgement sent: _____