



# Pre-Approval for Purchase over \$1000- \$3000+

**Must complete prior to ordering for purchases over \$1000. Attach to invoice.**

<b>Date:</b>	<b>Due Date:</b>
<b>Fiscal Year:</b>	<b>Requested By:</b>
<b>FOAPL:</b>	<b>Budget Manager's Approval:</b>
<b>Budget for FOAPL:</b>	<b>Associate Dean's Signature: (\$1001-\$3000)</b>
<b>Budget Balance Avail:</b>	<b>Dean's Signature: (over \$3000)</b>

Description of Item Request & Need		Cost \$
<b>Total \$</b>		