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|  |  | LCS #April 2024 |
|  |
| **Internal Accounts Card Requisition Form** |
| **THIS IS NOT A PURCHASE ORDER** |
|  |  |  |  | Date |  |
|  |  |  |  |  |
| I, |  | request the use of the Internal Account Pcard to purchase the following item(s) from |
|  |
|  | for |  |
| ***account name or number*** |  | ***purpose for purchase*** |
|  |  |  |  |  |
| **Vendor** | **List Items**  | **Quantity** | **Unit Cost** | **Total Cost** |
|  |  |  |  |  |
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| **Approved By:** |  |  |  |
|  | ***Department Head/Sponsor*** | ***Bookkeeper*** | ***Principal*** |
| **Date Approved:** |  |  |  |