|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  | | | | | | | 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** |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
|  | | | |  | | | | | | | |  | | |  | |  |
| **Approved By:** | |  | | | | | | |  | | | |  | | | | |
|  | | ***Department Head/Sponsor*** | | | | | | | ***Bookkeeper*** | | | | ***Principal*** | | | | |
| **Date Approved:** | |  | | | | | | |  | | | |  | | | | |