

Dear Committee Chair,

Starting immediately please use these PURCHASE AUTHORIZATION FORMS. These will let me process invoices much faster. This will cut down on my guessing where your committee would like the bill charged. Just stating the name of the committee doesn't do it. I still guess as to which area of your budget you would like it charged to. If you have any questions please just ask.

Thank you very much.

-- cut here --

PURCHASE AUTHORIZATION FORM

DATE:

VENDOR:

PURCHASED BY:

EXPENSE LINE FROM BUDGET:

REASON FOR PURCHASE:

APPROVED BY: