

KENNESAW STATE UNIVERSITY

DEPARTMENT REQUISITION FOR BOOKSTORE PURCHASES

*****All purchases must adhere to State, BOR and KSU policies for allowable use of state funds. State funds are any funds that the university holds title to (i.e. student activity fees, auxiliary funds, departmental sales and service, indirects, etc). All promotional items must be purchased through KSU approved vendors. Instructions and exceptions to this policy can be found at https://financialservices.kennesaw.edu/procurement/buy_promotional_items. Gifts for faculty/employees are prohibited. Form must be filled out completely to be valid.**

General description of Item(s) to purchased:

What is the business purpose for this purchase (i.e. how does it support the mission of KSU)?

List of recipients – if applicable (recipients must sign acknowledging receipt. Please forward signatures to KSU Business Services attn: General Ledger accountant indicating the department budget charged, date, and amount of purchase)

Department Name _____ MailDrop _____

Speedchart _____ Account _____ Estimated Amount\$ _____

APPROVAL:

<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Employee Making Purchase (Please Print)	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Signature and Date
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<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Department Head (Please Print)	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Signature and Date
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<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Principal Investigator (Please Print) (if charged to grant)	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Signature and Date
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<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Business Manager (Please Print) (if applicable)	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div> Signature and Date
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***The above approval authorizes Business Services to direct post Bookstore charges to the departmental account listed above.**