



South Carolina State University

IT APPROVAL REQUEST FORM

In accordance with established Pcard Policies and Procedures, an approved **IT Approval Request Form** with an authorized signature must accompany a corresponding Pcard bank statement.

DATE:

NAME:

DEPARTMENT:

NUMBER OF ITEM(S) TO BE PURCHASED: Provide a description, price and intended use for each item seeking approval. **A copy of the vendor's quote must be attached to the approval request.**

1. NAME AND DESCRIPTION OF ITEM:
2. PRICE:
3. INTENDED USE:
4. ADDITIONAL COMMENTS:

Signature of cardholder seeking approval:

APPROVAL GRANTED

APPROVAL DENIED

REASON FOR DENIAL:

Signature- Anthony Caldwell

Interim CIO of UCITS

Pcard IT Approval Request Form 0311208