

Year-End Purchase Request

For all purchases after PCard and ePro have been cut off
Send to Office of Budget & Planning (budget@mga.edu)



Middle Georgia
State University

Requested By:

Date:

Department:

Requester Name:

Phone:

Email:

Department Approval:

Middle Georgia State University
100 University Parkway
Macon, GA 31206-5145

Office of Budget & Planning
Phone: 478-757-2500
budget@mga.edu

Deliver To:

Department:

CAMPUS:

Building:

Room Number:

Contact Name:

Phone:

Vendor:

Name:

Address:

City, State, Zip:

Phone:

Email:

Contact Name:

Quote attached to Request

Item	Description	Quantity	Unit Price	Amount
			Sub-total	
			Shipping	
			Grand Total	

Comments:

Chart String:

Budget Approval:

EVP, F&O Approval: (If Needed)

Although the original funding source associated with the funds utilized for this purchase may have been provided by one of the College/ University's foundations through a grant, gift, etc., the expenditure is being made with institutional funds for institutional purposes.

PO Number:

- PO Sent to Vendor
- PO Sent Back to Requester