

Bluegrass Community & Technical College Software/Hardware Purchase Request

Faculty/Staff Name: _____ Room: _____ Division: _____

Phone ext: _____ e-mail: _____ Date: _____

Item Description	Product Number	Vendor	Vendor Address/Phone	Qty	Unit	Unit Price	Total Price

Dept. account #: _____ Object Code: _____

Name of Cardholder: _____ Procard # (last 10 digits only): _____ Exp. date: _____

For a Procard purchase, each item must be \$500.00 or less and the total price can not exceed \$1000.00. If an item is over \$500.00 an online requisition must be done, therefore you do not need to include your Procard number. Please note that online requisitions can take several weeks to process.

Location of Installation: _____

ITS Received/Reviewed By: _____ Date: _____

Approved by: _____ Date: _____