

Authorization for purchase of office supplies, toner and copy paper

This authorization form is separate from the Budget Expenditure Authorization form that is issued by the Controller. The purpose of this form is to allow persons who are not otherwise authorized to obligate a department's funds, to purchase office supplies, through the purchasing department. Please fill out the form completely, sign and email to purchasing@gonzaga.edu. Please remember that only the primary budget officer can delegate budget authority.

Department Name:				
Delivery Location:				
Banner Budget Number: Additional Budgets:	Fund Fund	Org Org	Account Account Account Account Account	
Name(s) of authorized per	rson(s):			
Authorized person(s) ema	il:			
Authorized person(s) ext.:				
Is this person replacing so	meone?	[] Yes [] No	
If yes, name of person rep	olacing:			
Primary Budget Officer A	uthorization:			
Signature	Ext.	l	Email	
Print Name				

Submit form to purchasing@gonzaga.edu