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: Fund ______ Org____ Account ______
Additional Budgets: Fund______ Org____ Account______
Fund______ Org____ Account______
Fund______ Org____ Account______

Name(s) of authorized person(s):______________________________________________

Authorized person(s) email:___________________________________________________

Authorized person(s) ext.:___________________________________________________

Is this person replacing someone? [   ] Yes [   ] No

If yes, name of person replacing:_____________________________________________

Primary Budget Officer Authorization:

_________________________________________ Ext. __________________ Email __________

Print Name

Submit form to purchasing@gonzaga.edu