

GCCA PURCHASING CARD REQUEST FORM

Office of Student Engagement & Inclusion
Genesee Community College

Use of the purchasing card shall be limited to expenses for vendors that do not accept purchase orders or for goods/services that can be purchased more efficiently through a vendor website.

If the purchase is approved, an e-mail confirmation will be sent out by the Student Engagement & Inclusion Office containing further instructions on how to complete your purchase.

Student Group or Campus Center: _____

Contact Person: _____

Vendor Name: _____

Items to be Purchased *(including justification):*

(Please include justification/supporting documents that indicates the cost of the goods/services from the vendor website that you are requesting to purchase)

Amazon

Qty: _____ Item Link: _____

Qty: _____ Item Link: _____

Qty: _____ Item Link: _____

Qty: _____ Item Link: _____

Qty: _____ Item Link: _____

Purpose/Justification:

Amount to be Charged *(excluding tax):* _____

Account Number to Charge: _____

Director of Student Engagement & Inclusion

Date

E mail completed form to SA@genesee.edu