Pre-Purchase Approval Form

This form should be completed for all requests to use the Pcard (with the exception of travel and reception & entertainment related expenses as those get approved through Chrome River), requisitions, direct pays, print shop orders and budget transfers. Please check your budget prior to completing the form to ensure you have sufficient funds.

1. Click on the link to access the form and enter your portal UN and PW to login.

2. The requestor information will default.

3. Complete the following fields:
   - **Name of Vendor**
   - **Divisional Executive's Email –** choose from drop-down.
   - **CC** – cc your BUM, support staff (if not processor) and Divisional Executive support staff.
   - **Purchase Type** – choose from options.
   - **Last 4 Digits of Pcard** – If this is not a Pcard purchase, this field will default to xxxx. If Pcard was chosen as the purchase type, you are required to input the last 4 digits of the card.
   - **Project Name** (optional)
   - **Total Cost** – If you are submitting a request for reoccurring charges, input the total cost for the specified amount of time.
   - **FOAPAL** – please input to ensure sufficient funds are available and to prevent an NSF.
   - **Description of Purchase** – please put in as much information as possible so it can be determined if the purchase is essential.
   - Attach any pertinent information as needed

4. Once the form is submitted, the Budget Unit Manager must first reply all to the email indicating approval of the request.

5. The request will then be reviewed by the Divisional Executive.

6. If the Divisional Executive approves, the request should be forwarded to pcard@stockton.edu. If the request is for a Pcard purchase, Mary Hughes or Regina Rosenello will place the appropriate amount of credit on the Pcard.

7. If the Divisional Executive disapproves, you will receive a reply explaining the decision.