

# Payment Authorization Form

Business Office Control # example format that  
can be used 8H000 22-0001 (description)

Submitted by:

Cardholder, if different

Select Transaction Type:

Notes:

1. Include all documentation including receipts, invoices, and quotes. Procard purchases require original receipts.
2. If this purchase is for a function, attach a list of attendees and note if they are UK employees or not.
3. If you a cost center that is not yours, attached email approval to use the account.

Transaction Date	Vendor Name	Description of Purchase	Justification of Purchase	Amount not to exceed	Cost Center
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## PRIOR APPROVAL

Please obtain approval from your supervisor prior to making purchases.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Total:

Business Officer Approval is to ensure that all transactions are: 1) authorized in accordance with the established approval authority, 2) in compliance with UK's policies and procedures, 3) allowable within the grant/ contract budgets or the account being charged, 4) recorded in the correct account, g/l, and cost object and 5) recorded in a timely manner.