

**Miscellaneous Purchase Approval Form**

This form should be used to obtain purchasing approval for items to be purchased through the [Follett Institutional Store](#). This form must be approved prior to purchasing any item on the website that is not covered under the [Clothing Purchase Policy](#) or the [Prizes, Awards, and Gifts Policy](#). All fields on the form are required to be filled out. Failure to fill out a field may result in delayed approval. Submit forms to Business Services Office at [businessservices@uwlax.edu](mailto:businessservices@uwlax.edu). Forms approved by Business Services will be returned to the listed contact person. A price quote for the items being purchased must be attached when submitting this form.

Contact Person(s): \_\_\_\_\_ Telephone \_\_\_\_\_

Department Purchasing the Miscellaneous Item: \_\_\_\_\_

Funding Source (choose one):     University Funds     UWL Foundation     Other \_\_\_\_\_  
 (Indicate Funding String Below)

University Account to be Billed:                  
 Fund (3)    Prog (1)    Dept (6)    Project ID (If Applicable) (7)

Total Approximate Costs: \_\_\_\_\_

Description of Item(s) being purchased:

Business Purpose of the Purchase (why does UWL need these items?):

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WISER Manager Approval

Printed

Date

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Business Services Approval

Date