

College Purchase Notice

This form is **REQUIRED** for purchases billed to the Foundation budget code: **01-134-00-115650-91000**

****Without this form, your department or division funds may be charged instead of Foundation funds.****

Requestor Information

Name: _____ Department/Division: _____
Email: _____ Phone: _____

Purchase Information

Purchase Date: _____ Transaction Type: E-Pro P-Card Special Funds Invoice
m/d/yyyy Form 58 Travel Personnel Contract
Other: _____

Vendor	Description/Purpose	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foundation Fund to be Used:
****REQUIRED****

Approvals

Back Up Documentation Attached

Requestor _____
Please accept my electronic signature

Date _____
m/d/yyyy



Please email to foundationfinance@waketech.edu

1. This completed College Purchase Notice form
2. Documentation such as
 - Receipts • Wake Tech Purchase Orders • Other back-up documentation
 - Memos • Personnel Contracts