

GRADY COLLEGE OF JOURNALISM AND MASS COMMUNICATION
University of Georgia
Purchase Pre-Approval for REIMBURSEMENT ONLY

Today's Date: _____

Name: _____

Department: _____

ITEM DESCRIPTION / JUSTIFICATION

Provide a brief description and business purpose for the item(s) requested:

ESTIMATE:

ITEM:	VENDOR:	QUANTITY:	UNIT COST:	TOTAL:
-------	---------	-----------	------------	--------

(attach additional information as needed)

TOTAL AMOUNT REQUESTED: _____

CHARTSTRING INFORMATION:

COMMENTS:

Fund: _____

Program: _____

Department ID: _____

Class: _____

APPROVALS:

Department Head / Supervisor

UPLOAD AND ATTACH TO EXPENSE REPORT

Mark Johnson, CTO

(required if this is a technology related request)