

# MONARCHtechstore Purchase Authorization

Old Dominion University MONARCHtechstore - 1543 Webb University Center North Mall  
 Phone: 757-683-5611 Fax: 757-683-3423 E-mail: techstore@odu.edu

Date: \_\_\_\_\_

I authorize the following person(s) to purchase merchandise for our department:

Contact Person(Print):

\_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_

Dept. Budget Number/Object Code: \_\_\_\_\_

ETF?      Yes      No      ODURF?      Yes      No

PO #: \_\_\_\_\_

Authorized Approver Name (Print):

\_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Approver Signature:

\_\_\_\_\_

Purchase Dollar Limit (if any): \_\_\_\_\_

**Cash  
Register  
Receipt  
Validation**

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
<b>Grand Total</b>			

Signature of Purchaser: \_\_\_\_\_

Phone#: \_\_\_\_\_

Sales Assistant Name(Print): \_\_\_\_\_

Invoice#: \_\_\_\_\_