

Pre-Approval Form

Available Actions: Add and go to Cart [Go] [Close]

General Information

Requestor Name (bold field)

Department (bold field) 1

Phone

FAX

Email

Type of Request

- PCard Purchase
- Direct Pay
- Non eSHOP PO
- FY Transfer
- Cost of Goods Sold
- Journal Entry Needed

Supplier Name

Supplier Contact

Special Needs

150 characters remaining expand | clear

Use the "add attachment.." link below to include additional information.

Note: All information in this section is for informational purposes only.

Internal Attachments

[Add Attachments]

Item Information

Quantity	Unit Price	Product Description	Catalog No.	Packaging (UOM)
		254 characters remaining expand clear		1 EA - Each

Item Notes

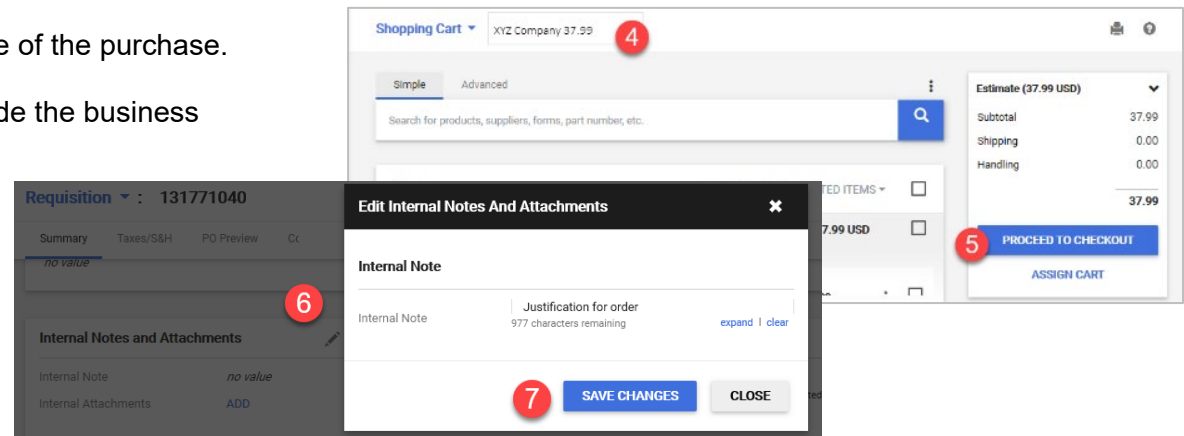
1000 characters remaining expand | clear

Please note that fields in **bold** are required.

Use in replacement of Pcard requests using PRS.

Instructions

1. Complete all bold fields on the Pre-Approval form in eSHOP.
2. When entering information include as much detail as possible, item numbers, colors, sizes, and web links regarding the items needed.
3. Add items to the cart; if there is more than one line item click 'Add to Cart and Return' from drop-down. When all items are entered; click 'Add and go to Cart'
4. Name the cart the vendor name and dollar value of the purchase.
5. Proceed to checkout.
6. Click the pencil icon to add internal notes. Include the business justification as an internal note or comment.
7. Click **SAVE CHANGES** to save the internal notes.
8. Assign the cart to a requestor (card holder).



Shopping Cart XYZ Company 37.99 4

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

Estimate (37.99 USD)

Subtotal	37.99
Shipping	0.00
Handling	0.00
Total	37.99

5 **PROCEED TO CHECKOUT**

ASSIGN CART

Requisition 131771040

Summary | Taxes/S&H | PO Preview | Cc

no value

Internal Notes and Attachments 6

Internal Note no value

Internal Attachments ADD

Edit Internal Notes And Attachments

Internal Note

Internal Note Justification for order
977 characters remaining expand | clear

7 **SAVE CHANGES** [CLOSE]