

**COLLEGE OF GEOSCIENCES**

**Purchase Authorization**

|                                |                    |
|--------------------------------|--------------------|
| <b>Amount Requested:</b> _____ | <b>Date:</b> _____ |
| <b>Requested By:</b> _____     |                    |
| Typed or printed name          |                    |
| _____                          |                    |
| Signature                      |                    |

**Description** (item/service/event/group)

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**Itemized Budget** (attach specs/quote)

| <b>Item/Category</b> | <b>Estimated Amount</b> |
|----------------------|-------------------------|
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |
|                      | <b>Total</b> _____      |

**Justification**

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|                               |                    |
|-------------------------------|--------------------|
| <b>Amount Approved:</b> _____ | <b>Date:</b> _____ |
| <b>Approved By:</b> _____     |                    |
| Signature                     |                    |
| <b>Comments:</b> _____        |                    |
| _____                         |                    |
| _____                         |                    |