

PROCARD PRINTSHOP WAIVER FORM

Use this form to request approval to purchase print products or promotional products from an off-campus supplier. Attach this completed form with your ProCard reconciliation packet.

Section 1: Purchase Details

Cardholder:		Supplier:	
Product(s):			
Justification:			
Section 2: CSUB Printshop Approval			
One-Time Approv	val Blanket Appr	oval (list duration)	Permanent Approval
By signing this form, I authorize the specified Cardholder to purchase the item(s) listed from the specified Supplier.			
	Print Name	Signature	Date
Printshop Manager:			