



MATT FOUNDATION, INC.

PURCHASE APPROVAL REQUEST FORM

I. STORE/VENDOR	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE

2. REASON FOR PURCHASE:

Total:

3. Does this PO require urgent approval ? YES NO
Reason for urgent approval: Manager/Director's Request Limited Stock/Sale Window Other
If other, please explain:

5.

Requestor / Dept. Manager's Signature:

6.

Budget Signature Approval:

4. Requestor: _____

Date: _____

Notes: _____

Department: _____

7. FINANCE APPROVAL		
DATE	AMOUNT	FINANCE MGR./CFO SIGNATURE