



## BOOKSTORE PURCHASE AUTHORIZATION

Department \_\_\_\_\_ DATE \_\_\_\_\_

This authorization is not to exceed \$ \_\_\_\_\_

| QUANTITY | DESCRIPTION OF MERCHANDISE TO BE PURCHASED |
|----------|--|
|          |  |
|          |  |
|          |  |
|          |  |
|          |  |
|          |  |
|          |  |

Individual authorized to pick up merchandise \_\_\_\_\_

\_\_\_\_\_  
Signature of Approver for Purchase

\_\_\_\_\_  
Print Name of Approver

\_\_\_\_\_  
Email

An itemized receipt will be provided at time of purchase.

Process a payment request through PeopleSoft using supplier ID 3554 (Follett Higher ED Group) and choose the remit address "FHEG USC Aiken". Attach the itemized receipt.