



**Patriot  
Tech** | Tel: 703.993.4100  
Fax: 703.993.4560  
Email: patriottech@gmu.edu

# Purchase Authorization

REQ \_\_\_\_\_  
(Optional 6-digit tracking #)

Contact Name:	Date:
Email:	Fund/Org Code:
Telephone:	(if Grant)
Department:	Inception Date prior to July 1, 2010: <input type="checkbox"/> Yes <input type="checkbox"/> No
Building:	Fund/Org Approver Name:
Room Number:	Fund/Org Approver Title:
Mail Stop Number:	Fund/Org Approver Signature:

- You may make purchases through Patriot Computers not to exceed \$30,000.
- No entry in Banner or eVA is required. We will contact you if the cost exceeds 10% of the estimate.
- If ordering software please note if it is Mac or Windows use.

Description of Item	Quantity	Unit	Estimated Unit Price	Estimated Extension
Additional Comments:	Total Amount of Requisition (limited to \$30,000)			