

ELPS Purchase Approval Form

Requestor Information:		Enter Requestor Information Below	
Date Order Placed			
Last Name, First Name			
Email Address			
Phone Number			
Event Name			
Date of Event			
Date Items Should be Delivered			
Describe artwork needed (logo, etc.) with UH Branding Approval			
Note Assembly Required (stuffing bags, etc.)			
Item Name:	SKU Number:	Cost Center:	Cost:
Grand Total:			\$0.00
Staff Member Submitting Request:			
Last Name, First Name			
Email Address			
Phone Number			
Department Chair Approval:			
Last Name, First Name			
Approval Date			