SEATTLE COLLEGES
Central · North · South · SVI

Purchase Authorization Form

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388
1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

Authorization Number:					
Date:		**PCard Number:**			
Requisitioner:					
Buyer:					
	Default Chartfield String				
GL Unit	**Account**	**Oper Unit**	**Fund**	**Appr**	**Dept**
WA060	5030010				
Class	**State Purpose**	**PC BUS Unit**	**Project**	**Activity**	
Not to Exceed Amount:					
	Reallocation				
GL Unit	**Account**	**Oper Unit**	**Fund**	**Appr**	**Dept**
WA060					
Class	**State Purpose**	**PC BUS Unit**	**Project**	**Activity**	
Vendor:					
Purchase Amount:					
Description of Goods/Services Purchased and Justification:					
Purchase(s) Approval Made on Monthly Bases	Yes ☐				
Approved by:					
Signature:					
Name:					
Title:					

PURCHASING FROM A MINORITY/WOMEN OWNED BUSINESS:
Seattle Colleges encourages and expects supplier diversity from employees entrusted with purchasing authority. Where there is discretion to select a firm, or vendor, to provide goods or services employees will take fully into account whether Minority, Women, or Disabled Veteran-Owned Business Enterprise (MWBE) are available to meet the given need. This factor should be equally considered along with competitive pricing, quality products, and customer service.