



**PURCHASING CARD (PCard) EXPENDITURE PRE-APPROVAL FORM
(Non-Travel)**

This form is required for all PCard purchases made within the established guidelines that are **not** processed on a Direct Order via MyFloridaMarketPlace (MFMP).

The supervisor is required to pre-approve each PCard purchase prior to ordering from the vendor. In addition, the supervisor is still required to sign the invoice prior to submission to Finance and Accounting.

This form must be completed and submitted to Finance and Accounting with the invoice. Any PCard charges that do not have a Direct Order number or a completed pre-approval form will be considered out of compliance.

With the implementation of Electronic Invoicing (EI) through MFMP the following vendors are excluded from this directive:

- ⇒ Office Depot
- ⇒ Grainger
- ⇒ Hayes
- ⇒ Ronco

This list will be updated as more vendors began using the EI function.

PCards may **only** be used for official, state-related purposes. If there is a question about the validity of a purchase, contact your Purchasing Liaison or the Bureau of Purchasing, Headquarters (850) 413-8525.

REMINDER: A CMBE VENDOR MUST BE USED WHEN AVAILABLE.

Requestor:	
Requestor Title:	
Vendor Name:	
Organization Code:	
Object Code:	
Expansion Option:	
Product Description:	
Purchase Justification:	
Purchase Method:	
CMBE Code:	
Additional Comments:	
Suprv. Name (Please Print):	
Suprv. Signature:	
Suprv. Title:	
Date:	

(Add additional lines as needed)

Employees who misuse or abuse this privilege are subject to disciplinary action up to and including dismissal from employment as outlined in Chapter 6.2 Cardholder Misuse, Department of Juvenile Justice Purchasing Card Program Procedures Manual.