

RPBB Motion Support Form



For Accounting Use Only	
Within Budget: Y/N	
Date Motion Approved:	
Amount Approved:	
Total Budget Remaining:	
Class:	
G/L Account:	

Vendor Information:

Contact Name	
Company Name	
Street Address	
City, State, Zip	
Phone #	
Fax #	
Email	

Item	Description	Quantity	Price per unit	Extended Price
			Subtotal	
			Shipping	
			Total	

Purchase explanation: (please include budget class area, budget line item, why needed, etc.)

X

Signature of Requestor of Motion _____

Date Submitted _____