## NC A&T UNIVERSITY FOUNDATION, LLC.
### PURCHASE REQUEST

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**Charge To:**

**Grant or Funds:** Bldg.  
**Line Items:**  
**Department Head:**  
**Check Payable To:**  
**Address:**

**Amount of Allotment $________**  
**Amount of Request $________**  
**Balance of Allotment $________**

Date______________

(THIS IS NOT A PURCHASE ORDER)

______________________________  
Dean of the Department

______________________________  
Chairperson

______________________________

Signature of person Requesting

[NC A&T UNIVERSITY FOUNDATION, LLC.]

Purchasing Request Form

- Charge To:
- Grant or Funds: Bldg.
- Line Items:
- Department Head:
- Check Payable To:
- Address:
- Amount of Allotment $________
- Amount of Request $________
- Balance of Allotment $________

**Quantity**  
**Description**  
**Unit**  
**Total**

Date______________

______________________________  
Dean of the Department

______________________________  
Chairperson

______________________________

Signature of person Requesting

(THIS IS NOT A PURCHASE ORDER)