

# Mississippi Valley State University

## Equipment Form Notification

**This form is only to be used if a purchase of equipment was inadvertently made using the Procurement Card.**

Department: \_\_\_\_\_ P-Card #: \_\_\_\_\_ last four

Card Holder Administrator: \_\_\_\_\_ Phone: \_\_\_\_\_

Please circle one of the following: In store purchase/website order/ telephone order

Date Ordered: \_\_\_\_\_ If website or telephone is chosen please provide either the website or phone number: \_\_\_\_\_.

Vendor: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST. \_\_\_\_\_ Zip Code \_\_\_\_\_

Qty	Item#	Detailed Description	Price

*I understand that equipment should not be purchased on the procurement card and certify that no future purchases will be made for equipment.*

Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Approver's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fund\* \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_ Activity \_\_\_\_\_

*\*If restricted (3xxxxx/8xxxxx), the restricted fund section below is required.*

White Procurement  
Canary Property  
Pink Department

**Notice of  
Awareness**

Property Officer: \_\_\_\_\_

Purchasing Director: \_\_\_\_\_