GEORGE MASON UNIVERSITY

Patriot Tech | Tel: 703.993.4100
Fax: 703.993.4560
Email: patriottech@gmu.edu

Purchase Authorization

REQ _ _ _ _ _ _

(Optional 6-digit tracking #)

Contact Name:	Date:
Email:	Org./ Fund Code:
Telephone:	(if Grant) Inception Date prior to July 1, 2010: ☐ Yes ☐ No
Department:	
Building:	Approval Signature:
Room Number:	
Mail Stop Number:	Title:

- You may make purchases through Patriot Computers not to exceed $30,000.
- No entry in Banner or eVA is required. We will contact you if the cost exceeds 10% of the estimate.
- If ordering software please note if it is Mac or Windows use.

Description of Item	Quantity	Unit	Estimated Unit Price	Estimated Extension
Additional Comments:				
	Total Amount of Requisition (limited to $30,000)			

Email: patriottech@gmu.edu Web: patriottech.gmu.edu