Rensselaer Polytechnic Institute

Collegiate Store Purchase Authorization Form

This form must be utilized when a department is purchasing products from the Collegiate Store that will be charged to Institute accounts.

The Purchaser must:

1) Obtain this form with authorization from the Business Manager prior to the purchase and provide the original form to the Collegiate Store cashier.
   (The store has been instructed to not accept photo copied forms)
2) Show a valid RPI ID to the cashier.
3) After the purchase, the purchaser must return the original Collegiate Store receipt to the authorizing Business Manager.

This section to be completed by the Business Manager

Name of Purchaser: _____ RIN : _____

Name of Purchaser Delegate: _____ RIN : _____

**To be used in the event that the individual obtaining products from the store differs from the listed purchaser.*

Total purchase is not to exceed: $ _____

Accounting for Purchase

Item Description	Fund	Org	Account	Program	Activity	Amount ONLY if multiple funds are listed

As the business manager you are authorizing the individual named above to purchase up to the dollar amount listed above.
Additionally, you will be the individual contacted if there are questions about any information provided on this form.
The collegiate store will not provide photocopies of this form. You should maintain a copy to ensure you get the receipt from the purchaser.
If you are charging a research/restricted fund you MUST maintain a copy of this document and all receipts for 10 years for audit purposes.
Note: Business Managers can only authorize up to $10,000. Additional approval is required for amounts higher.

Authorized Signature _____ Printed Name _____ Phone Extension _____ Date _____

Internal Note: