

**PROCESS FOR REQUESTING PRIOR APPROVAL FOR PURCHASES REQUIRING PRIOR
APPROVAL PER UNIVERSITY POLICY & PROCEDURES (updated 10/2021)**

To request prior approval, please complete the "Gifts, Awards and Prizes" electronic form which can be found on the University Controller's webpage (<https://controller.appstate.edu/forms/all-forms>). Please review the Procedures for the Tax Reporting Threshold when completing the form.

YOU WILL RECEIVE AN EMAIL FROM YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR REGARDING THE DECISION FOR YOUR REQUEST.

IF YOUR REQUEST IS APPROVED, BY YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR AND THE REQUEST REQUIRES APPROVAL FROM THE TAX COMPLIANCE OFFICE, YOU WILL RECEIVE AN EMAIL FROM THEIR OFFICE.

IF A PCARD IS REQUESTED TO BE USED FOR PAYMENT, YOU WILL RECEIVE AN EMAIL FROM A PCARD OFFICE REPRESENTATIVE TO INFORM YOU WHETHER THE PCARD CAN BE USED TO MAKE THE PURCHASE OR IF ANOTHER FORM OF PAYMENT IS REQUIRED.

VERY IMPORTANT: IF APPROVAL IS GIVEN TO USE THE PCARD INCLUDE ALL APPROVAL EMAILS IN YOUR RECONCILIATION REPORT, LOCATED DIRECTLY BEHIND RECEIPT FOR THE PURCHASE.