

## Minneapolis College Store Purchase Voucher

I Authorized: \_\_\_\_\_  
(Name)

To Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not to Exceed: \$ \_\_\_\_\_

Responsibility Manager: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Required)

Cost Center: \_\_\_\_\_ Object Code: \_\_\_\_\_

College Store cost center vouchers are to be **used by Minneapolis College staff and faculty** to provide services when faced with an immediate or unique need and are not meant to bypass the Business Services procurement process.

- \* All College Store cost center vouchers must be signed by the appropriate cost center manager. If an inappropriately signed voucher is propagated, it will be denied.
- \* Please specify what is being purchased with the voucher..
- \* Cannot be used as a gift certificate.
- \* Please be sure to fill in the dollar amount not to be exceeded, as well as an end date for the voucher.