

**Permission to Spend Memo**

Department Name: Date:

Account Chart String:

**Department Approval**

Approval Date: Purchasing Date:

Name of Approver:

E-mail: Phone:

Position:

Name of Purchaser: UWG ID#

Spending Limit: $

Description of items purchaser approved to buy:

**Purchasing Details**

Department Approver: Date:   
 *Printed Name*

Date:   
 *Signature*