

OSU Extension Review/Entry Form for Non-Travel Purchases

Preapproval is not required in Workday. It is highly recommended that each county fiscal steward reviews each purchase before it is made. The purchaser is to complete this form before each purchase/reimbursement. Information gathered will be essential in completing Expense Reports in Workday.

____ Buckeye Buy (REQ/PO, Marketplace)

____ Miscellaneous Payment

____ PCard

____ Purchase Order (Non-Catalog)

____ Checking (limited use)

____ Other: _____

Local Checking Account and Pcard Restrictions

Date: _____ **Estimated Amount:** _____ **Receipt Amount:** _____

Requestor: (Who is requesting) _____

Merchant: (Who are we paying) _____

Memo for Expense Report Information (few precise words): IE: Supplies 4-H Camp Crafts or Soil Sample Postage

Business Reason: Complete story- (Who, What, When, Why, Where, how many): _____

Cost Center (CC): _____ **Balancing Unit (BL):** _____ **Fund: FD523** _____ **Fund: FD111** _____

Fund: FD520 - _____ **GR (grant):** _____ **OSP Card Only**

Fund: FD522 - _____ **GR (grant):** _____ **Release Time GR108558**

Fund: FD500 - _____ **GF (gift):** _____

Fund: FD510 - _____ **GF (gift):** _____ **Other Fund:** _____

Program Number (PG): _____ **Project Number (PJ):** _____

Additional Worktags: _____ **Function FN109: default, leave as is**

Additional Worktags/INFO: _____

Travel: Spend Authorization SA#: _____ Expense Report ER#: _____

4-H__PG103599 **FCS**__PG103616 **ANR**__PG103682 **CD**__PG103555

Carteens__PG103595 **Camp**__PG103606 **STEM**__PG100282 **MGV**__PG103622 **Admin**__PG102187

Fiscal Steward signature: _____

Entered in Workday _____

Original/Itemized Receipts Attached _____

Additional Info: If food, attach list of attendees

List attached _____ List 'OSU Employee' by staff names



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
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