

### 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.

<input type="checkbox"/> Buckeye Buy	<input type="checkbox"/> Purchase Order
<input type="checkbox"/> Internal Supplier	<input type="checkbox"/> Checking (limited use)
<input type="checkbox"/> PCard	<input type="checkbox"/> Other: _____

#### Local Checking Account and Pcard Restrictions

**Date:** \_\_\_\_\_ **Estimated Amount:** \_\_\_\_\_ OR **Receipt Amount:** \_\_\_\_\_

**Requestor:** (Who is requesting) \_\_\_\_\_

**Merchant:** (Who are we paying) \_\_\_\_\_

**Memo for PCARD:** Weekly PCard Expense Report for card x \_\_\_\_\_ (enter last 4 digits of card #)

**(Memo) = Business Purpose (Who, What, Why, When):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Workday Job Aids with Translator Tool](#)

**Cost Center (CC):** \_\_\_\_\_ **Balancing Unit (BL):** \_\_\_\_\_

Chartfield Fund #: \_\_\_\_\_ Translated to FDM#: FD \_\_\_\_\_

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**Program Number (PG):** \_\_\_\_\_ **Spend Category (SC):** \_\_\_\_\_

**Additional Worktags:** \_\_\_\_\_ Other: \_\_\_\_\_

4-H \_\_\_\_\_ FCS \_\_\_\_\_ ANR \_\_\_\_\_ CD \_\_\_\_\_ MG \_\_\_\_\_ Other \_\_\_\_\_

Additional Information: (IE: Camp, CARTEEN, SERVSAFE, etc.): \_\_\_\_\_

**Fiscal Steward signature:** \_\_\_\_\_

Entered in Workday \_\_\_\_\_ Original/Itemized Receipts Attached \_\_\_\_\_

Additional Info: If food, attach list of attendees List attached \_\_\_\_\_