



**AUBURN UNIVERSITY  
AT MONTGOMERY**

# Auburn University at Montgomery Pre-Approval Form

All information is required unless otherwise stated. The approved form, **with an attached proof**, must be attached to the payment request submitted to Procurement & Payment Services. Screenshots of proofs will no longer be accepted. Payment requests that have not been approved will be returned to the department. Individuals who enter into unauthorized transactions will be held personally responsible for the costs incurred.

Requesting Department: \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Items requested: \_\_\_\_\_

Type of Purchase	Approval Required
1. <input type="checkbox"/> Use of AUM logo — Promotional Items	Office of University Marketing
2. <input type="checkbox"/> Use of AUM logo — T-shirts/Clothing	Office of University Marketing
3. <input type="checkbox"/> Printing/Copying	Office of University Marketing
4. <input type="checkbox"/> Academic Program Advertising/Print Materials	Provost/Office of University Marketing
5. <input type="checkbox"/> Position Vacancy Ads	Human Resources

## For Items #1 and #2:

Describe intended recipients: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Office of University Marketing Approval	Human Resources Approval
<div>Name _____ Date _____</div>	<div>Name _____ Date _____</div>
Provost Approval	<div>You can submit your pre-order approval form using ClickUp</div> <div>OPEN CLICKUP</div>
<div>Name _____ Date _____</div>	