



# University of Idaho

Margaret Ritchie School of  
Family and Consumer Sciences

## GENERAL FUNDS PURCHASE REQUEST

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COURSE \_\_\_\_\_ AMOUNT \_\_\_\_\_

DESCRIPTION/PURPOSE \_\_\_\_\_

\_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FCS DIRECTOR – To fill in below**

APPROVED

DECLINED

If NOT approved,  
explain why \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_