AUM | 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. ☐ Use of AUM logo — Promotional Items	**Office of University Marketing**
2. ☐ Use of AUM logo — T-shirts/Clothing	**Office of University Marketing**
3. ☐ Printing/Copying	**Office of University Marketing**
4. ☐ Academic Program Advertising/Print Materials	**Provost/Office of University Marketing**
5. ☐ Position Vacancy Ads	**Human Resources**

For Items #1 and #2:

Describe intended recipients: ______________________

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Business Purpose: ______________________

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Office of University Marketing Approval	**Human Resources Approval**
Name Date	Name Date
Provost Approval	You can submit your pre-order approval form using ClickUp
Name Date	OPEN CLICKUP