

# COLUMBUS STATE

BOOKSTORE

## Bookstore Purchasing Form

(Columbus State Employee Use Only)

### Department Purchase Form Procedures

1. Complete Form with general information about purchasing needs.
2. Acquire a cost center manager's signature with approved dollar amount and account number to be charged.
3. Immediate needs may be filled by bringing a signed form to the Bookstore and shopping for in-stock items.
4. Large, non-urgent, or special orders may be sent via interoffice mail or scanned and emailed to [csbookstore@csc.edu](mailto:csbookstore@csc.edu) for fulfillment and pickup/delivery. Please include a need-by date and a departmental contact.
5. For questions regarding this form, please contact the Bookstore at (614) 287-2452.

Quantity	Description	Unit Price	Total Price
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**Total:**

Initiated by:

Department:

Cost Center Manager:

Signature:

Date:

[CLICK HERE](#) TO ACCESS COST CENTER AND SPEND CATEGORY INFORMATION

FUND	COST CENTER NUMBER OR COST CENTER NAME	SPEND CATEGORY	WORKTAG TYPE (if applicable)	WORKTAG NAME (if applicable)	AMOUNT
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Pickup

Delivery

Location

Contact

Blank forms with approval signatures must display a total dollar amount available for spending, for example, "Up to \$200 in General Items."

Revised  
03/2023