



## Ghost Card Purchase Request Form

Gray area to be completed by The Hill

<b>Purchase:</b>	<input type="checkbox"/>	<b>Return:</b>	<input type="checkbox"/>	<b>Amount:</b>		<b>Date:</b>	
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Faculty/Staff Name: \_\_\_\_\_

School/Division: \_\_\_\_\_

KFS Account #: \_\_\_\_\_ Fiscal Officer Name: \_\_\_\_\_

Transaction Description: \_\_\_\_\_

### Important Reminders:

- Go to the Tech Hub department to complete the purchase.
- 20% departmental discount on applicable items.
- Gift cards and food not allowed.
- Single/daily purchase limit is \$3,000 (tax included)
- Keep original receipt for returns.

Revised 09.13.18



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