



## PROCARD PRINTSHOP WAIVER FORM

Use this form to request approval to purchase print products or promotional products from an off-campus supplier. Attach this completed form with your ProCard reconciliation packet.

### Section 1: Purchase Details

Cardholder:	_____	Supplier:	_____
Product(s):	_____		
Justification:	_____ _____ _____		

### Section 2: CSUB Printshop Approval

One-Time Approval	Specified Duration (within current fiscal year)	_____	Current Fiscal Year
<b><i>By signing this form, I authorize the specified Cardholder to purchase the item(s) listed from the specified Supplier.</i></b>			
Printshop Manager:	Print Name	Signature	Date
_____	_____	_____	_____