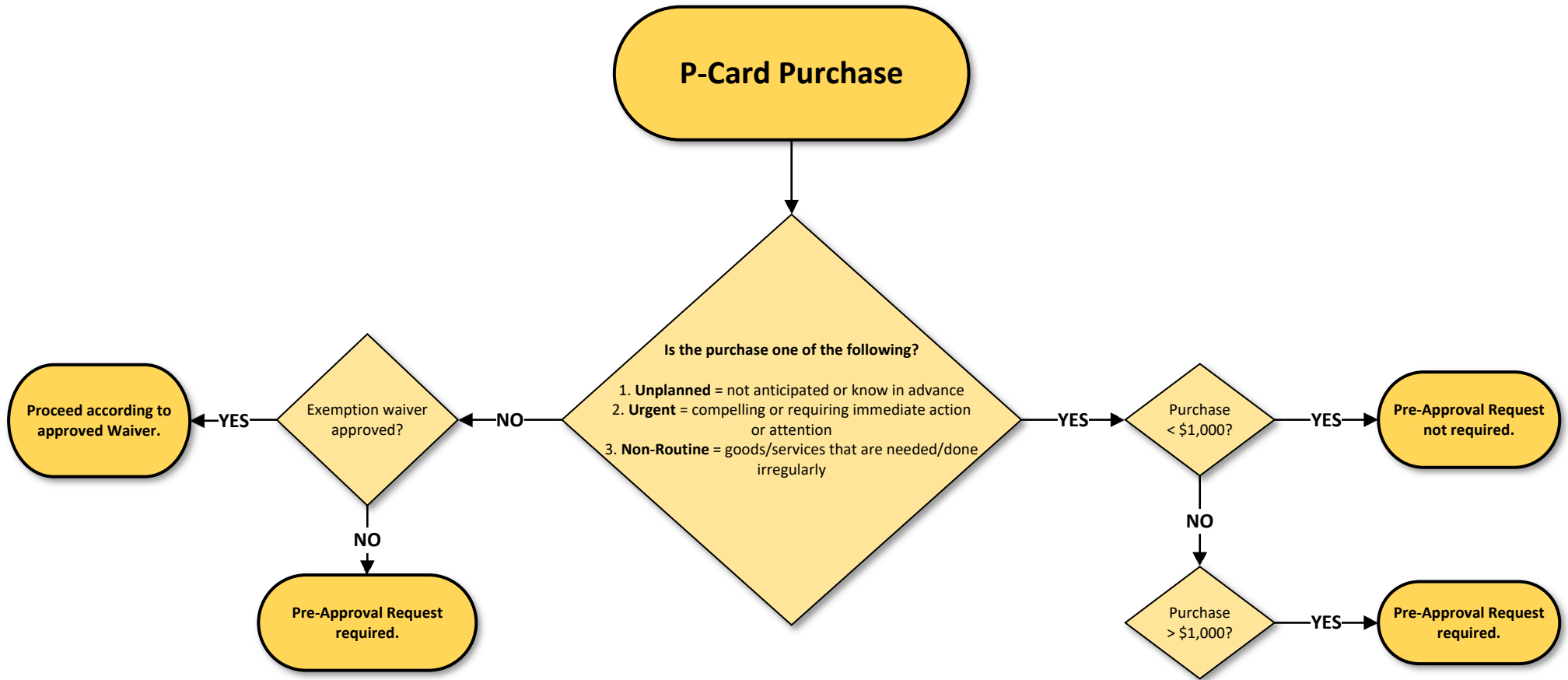


Pre-Approval Request Forms - Flowchart



****NOTES****

The paper Pre-Approval Request Form is still active, and is located at <https://fiscalservices.kennesaw.edu/procurement/forms.php>.

The paper form can be used by all Cardholders in cases where the Approving Official and/or Fiscal Approver in the routing of the electronic form is not available, or a change in authority/reporting is in process.

KSU's P-Card Procedures Manual: <https://fiscalservices.kennesaw.edu/procurement/docs/PCard%20Procedures%20Manual.pdf>