



# Auburn 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. 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	Strategic Communications & Marketing
2. Use of AUM logo — T-shirts/Clothing	Strategic Communications & Marketing
3. Printing/Copying	Strategic Communications & Marketing
4. Academic Program Advertising/Print Materials	Provost/Strategic Communications & Marketing
5. Position Vacancy Ads	Human Resources

For Strategic Communications & Marketing approval, please send this completed form to James Armstrong ([jarmstr6@aum.edu](mailto:jarmstr6@aum.edu)).

**For Items #1 and #2:**

Describe intended recipients: \_\_\_\_\_  
\_\_\_\_\_

Business Purpose: \_\_\_\_\_  
\_\_\_\_\_

Strategic Communications & Marketing Approval	Human Resources Approval
_____ Name Date	_____ Name Date
<b>Provost Approval</b>	
_____ Name Date	