

# FOR ARO USE ONLY

## Instructionally Related Activities (IRA) ProCard Pre-Approval Form

This form acts as an unofficial document that allows for departments/offices to request the utilization of a ProCard for purchases that will be charged to their available Instructionally Related Activities (IRA) funds. This form will be an initial approval before any actual purchases are made so that the expense/purchase can be reviewed and approved by ARO as an allowable expense including shipping and handling costs. Once approved, departments/offices can charge their expense/purchase to the appropriate IRA chartstring when submitting ProCard statements. A copy of this form should be included as added documentation to the ProCard statement along with all required receipts. Please send the ProCard Statement to **Academic Resources** at [aro@mail.fresnostate.edu](mailto:aro@mail.fresnostate.edu) as "**Acceptor.**" Further signatures will be requested and the ProCard statement will be routed to Accounting.

Please fill in the document below and contact Academic Resources at [aro@mail.fresnostate.edu](mailto:aro@mail.fresnostate.edu) with any questions.

IRA Project Number:

IRA Project Chartfield:

Please provide a description, cost of the expense(s), and a printout of the item(s) to be purchased with your department ProCard.

Item

Total

ProCard Holder Signature:

Date:

ARO Signature:

Date:

Approved    Denied

ARO Comments: