USAF SERVICES
Combat Support & Community Service

NAF Purchase Card Pre-Approval Template

Item Description/Service	Merchant/Prime Vendor	Cost

TOTAL $ 0.00

Cardholder Name	Sign	Date
Approver Name/Title	Sign	Date

This form may be used as a single purchase preapproval memorandum or as a monthly preapproval memorandum. However, it may **NOT** be used as a broad approval for all purchases in a given month. For example stating "All monthly purchases for an activity" is not acceptable. **Exception:** Blanket preapproval may be given for multiple food (not prepared meals), auto part resales, administrative office supplies, and consumable kitchen supply purchases, for a specified month not to exceed the amount stipulated in totality. In order to utilize the blanket approval exception the month must be indicated as part of the item description (i.e. Food purchases for July 2021).

The "Total" shall not exceed the cardholder's monthly purchase authority without proper documented approval.

Both approver and cardholder must sign prior to purchase. Signed approval does not negate any other coordination requirements or purchase limitations.