



CREDIT CARD PURCHASE AUTHORIZATION FORM

Last 4 digits of credit card: _____ Purchase Amount not to Exceed: _____

Ref. #	Food Form	Event Date	Time – Out	Time - In	Tax (YES/NO)
					<input type="checkbox"/> YES
FF					<input type="checkbox"/> NO

Date of this request (mm/dd/yyyy):

Requester's name (type):

Department name (type):

Chartfield number: (Acct-Fund-Dept-Class-Appr-ProjectID)

Vender name (type):

Budget admin. Name (type):

Approval Signature: _____ Date: _____

Brief description of items to be purchased with this authorization.

REMINDER: RECEIPTS ARE TO BE TURNED IN WITH CREDIT CARD. SMALL & ATTRACTIVE ASSETS MUST BE PURCHASED ON A PURCHASE REQUISITION HANDLE BY IT DEPT. THESE ARE DEFINED AS::

- DIGITAL CAMERAS,
- PORTABLE VIDEO PROJECTORS DIGITAL VIDEO CAMERAS,
- PORTABLE COMPUTER EQUIPMENT SUCH AS LAPTOPS AND PERSONAL DIGITAL ASSISTANTS (PDA), WEB CAMERA, DIGITAL RECORDER.

Office Use Only

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S/O