



**CREDIT CARD PURCHASE AUTHORIZATION FORM**

Last 4 digits of credit card: \_\_\_\_\_ Purchase Amount not to Exceed: \$\_\_\_\_\_

<b>IS TAX INCLUDED IN THIS TRANSACTION? _____ YES _____ NO</b>
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Budget Number: \_\_\_\_\_ (sample 149-000-4D00)

Vendor: \_\_\_\_\_ **(Required)**

Authorized by: \_\_\_\_\_ **(Required)**

For purchases off campus: Card Check out time: \_\_\_\_\_

Card Return time: \_\_\_\_\_

For purchases via phone: Date and Time order placed: \_\_\_\_\_

Brief description of items to be purchased:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_

Day & Time planned to use the Credit Card: \_\_\_\_\_

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

- ◆ **DIGITAL CAMERAS,**
- ◆ **PORTABLE VIDEO PROJECTORS,**
- ◆ **DIGITAL VIDEO CAMERAS,**
- ◆ **PORTABLE COMPUTER EQUIPMENT SUCH AS LAPTOPS AND PERSONAL DIGITAL ASSISTANTS (PDA), &**