



REQUEST FOR STORE SPECIFIC CREDIT CARD

Date: _____

Card Name (Lowes, Wal-Mart, Hobby Lobby, etc) : _____

ROUTING:

_____ Send via campus mail

_____ Call ext _____ for pick up

_____ Email when card is ready for pick-up _____

Items Details:

Qty	Description (Please be as specific as possible)	\$ Amount

Account Name: _____

Budget Distribution Detail				
Fund	Account	Department	Project ID	Amount

Approvals:

Department Approval & Date _____

VP Approval & Date _____

Bus. Office Approval & Date _____

SEE BACKSIDE OF FORM FOR FORM FOR ADDITIONAL INSTRUCTIONS

Individual Requisitioner Responsibilities

- Submit a completed and approved Credit Card Request form to the Purchasing Department.
- Specified card will be routed per instructions on front side of this form.
- Ensure card is only used for official College purchases.
- Keep card in a secure location at all times.
- Do not allow other individuals to use the card assigned to you.
- Obtain all appropriate transaction documentation (sales slips, register receipts, etc.)
- All documentation must be returned to the Purchasing Department with the card
- All cards need to be returned to the Purchasing Department within 24 hours after signing them out unless other arrangements have been made.

Card Limits

It is the responsibility of the person requisitioning the card to check available credit on the card before use. Cards have a toll free number on the back. This will ensure that the "available credit" on the card will accommodate your purchase(s)

I have read the above conditions, agree to all the terms as stated and understand my obligations under the agreement.

NAME: _____

SIGNATURE: _____

DATE: _____

CARD NAME & NUMBER: _____

DATE ISSUED: _____

DATE RETURNED TO PURCHASING: _____