



Credit Card Purchase Request / Prior Approval / Receipt Routing Form

- A. **All purchases must be pre-approved.**
- B. Credit cards are to be used only for college purchases and business-related travel expenses as authorized by the Department Supervisor, Dean and/or Vice President and **must not be used for equipment purchases of any kind, alcohol purchases, or by students.**
- C. It is expected that the best price for each purchase will be secured.
- D. The original detailed and itemized purchase receipt and credit card must be returned to the Card Custodian with this completed form immediately after completing the purchase or returning to campus. (Be sure to include a list of participants if meals were purchased.)

Please initiate this form and get a pre-approval signature from your Department Supervisor, Dean, or Vice President before requesting to check out a college purchasing/credit card. If electronic approval was received, attach a copy of the email.

➔ Complete this form after making your purchase, attach the receipt, and indicate below if the transaction amount includes tax.

Date:	
Card #(last four digits):	
Budget #:	
Department:	
Vendor:	
Amount:	<input type="checkbox"/> with/Tax <input type="checkbox"/> without/Tax
Explanation of Transaction:	
Employee:	
Approval of Department Supervisor, Dean, or Vice President:	(Attach e-mail if approved electronically)