**REQUEST FOR CREDIT CARD PURCHASE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: |  | | | | DATE: |  |
| DEPARTMENT: |  | | | | | |
| FOAPAL: |  |  | |  |  |  |
| Index/Org | Account | |  |  |  |
| Purpose of Request: | | | | | | |
| Vendor: | | | | | | |
| Vendor Address: | | |  | | | |
| Total of Request: | | |  | | | |
| Website Link: | | |  | | | |
| Vendor Telephone Number: | | |  | | | |
| DESCRIPTION OF ITEMS TO BE PURCHASED: (Please provide specific model numbers, quantities, product names, prices, etc. Be as specific as possible to ensure that the correct items are ordered. Be sure to specify, sizes, colors, or any other options. Also, please attach screen prints, catalogs, or any other documentation that may be helpful.) | | | | | | |

Requestor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Vice President for Business and Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*(If purchase is $500 or greater)