



Roane State
COMMUNITY COLLEGE

REQUEST FOR CREDIT CARD PURCHASE

VENDOR NAME	
VENDOR ADDRESS	
VENDOR PHONE #	
VENDOR WEBSITE	
PURPOSE OF REQUEST INCLUDING DESCRIPTION OF ITEM(S) BEING PURCHASED	
	<p>If this purchase is for software or books, please attach the approved AIMT form, the Risk Assessment Form and if applicable the Risk Acceptance Form. These can be found on Purchasing's webpage.</p> <p>Software purchases will more than likely have terms associated with them that will need to be reviewed through the Contract Transmittal Process in Dynamic Forms. Go to the vendor's website to download the terms to upload into DF along with the document showing what the purchase is for.</p> <p>Always attach the quote/invoice or some type of document showing what the purchase is for.</p>
TOTAL OF REQUEST	
INDEX/ORG AND ACCOUNT NUMBER	
REQUESTOR SIGNATURE	
BUDGET MANAGER SIGNATURE	DATE
VP FOR BUSINESS & FINANCE SIGNATURE	DATE
	(If purchase is \$500 or greater) DATE