



Purchasing Department Student Organization Authorization Form
for College Credit Card Usage

Instructions: Fully complete form (incomplete forms will not be accepted and thus credit card will not be able to be used). Contact Barb Pavlinsky, College Buyer, at x2444 to set up an appointment. Take the completed form, and all hotel/flight/purchasing information, to your meeting with Barb. Take all ORIGINAL receipts to Barb immediately upon your return to campus. Please note: failure to turn in receipts within 3 business days following return to campus could result in future forfeiture of use of College Credit Card.

Name of Person Requesting Card Use: _____

Name of Student Organization Using Card: _____

Place of Charge: _____

Description of Charge: _____

Amount of Charge: \$ _____

Account Number to be Charged: _____

Organization Advisor: _____

By signing below, we verify that the above organization has the funds to cover the requested charge amount. We also understand that original receipts must be turned in to the Purchasing Department within 3 business days of the organization's return to campus and that failure to do so may result in the above organization's forfeiture of future use of the credit card.

Organization Advisor Signature: _____ **Date:** _____

Student Requesting Card Usage Signature: _____ **Date:** _____

Purchasing Department Use Only:

Approved _____ Denied _____

Date Charge Was Made: _____ Date Receipts Turned In: _____

Signed By College Buyer: _____