



PURCHASE REQUEST

PURPOSE

The purpose of a credit card is to make large purchases for a club/society in order to minimize out of pocket spending. A credit card purchase can be made for online and in-store items, hotels, transportation, etc. In order to avoid paying out of pocket, we encourage executives to utilize the credit card system.

PROCEDURE

A credit card purchase can be made with the submission of this completed form. Please reference the financial procedure for approved credit card purchases.

A credit card purchase will only be granted if the amount requested is available in the club/society account. Executives must give a minimum of 5 business days notification before a purchase can be made.

SUBMISSION INFORMATION

CLUB/SOCIETY NAME: _____

DATE OF REQUEST: _____ TOTAL COST (\$): _____

ITEM(S) BEING PURCHASED: _____

EXECUTIVE CONFIRMATION

SIGNING OFFICER 1: _____

SIGNATURE: _____ DATE: _____

SIGNING OFFICER 2: _____

SIGNATURE: _____ DATE: _____

ADMINISTRATIVE CONFIRMATION (OFFICE USE ONLY)

RECEIVED BY: _____ ACCOUNT NUMBER: _____

SIGNATURE: _____