



Extension Service

**CREDIT CARD PURCHASE REQUISITION**

- Bank of America
- United Bank

**FUND:** \_\_\_\_\_  
**PO#:** \_\_\_\_\_

	<b>CC#:</b> XXXX-XXXX-XXXX-	<b>Purchase Date:</b>
<b>Department/Unit:</b>		
<b>Cardholder/User:</b>		
<b>Vendor Name:</b>		<b>City:</b>

Item	Qty	Description	Unit Price	Total
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
<b>Total:</b>				

Reason for Purchase:

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean for Extension: \_\_\_\_\_ Date: \_\_\_\_\_

VP/Dean & Dir.of Ag.Res. & Ext.: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Director of B&F, R&D: \_\_\_\_\_ Date: \_\_\_\_\_