

CREDIT CARD PURCHASE REQUISITION

- Bank of America
 United Bank

FUND: _____
PO#: _____

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

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

Reason for Purchase:

Requested by: _____ Date: _____
 Supervisor: _____ Date: _____
 Upward Bound Director: _____ Date: _____
 Provost: _____ Date: _____
 Budget Officer: _____ Date: _____
 Director of B&F, R&D: _____ Date: _____