



WEST VIRGINIA STATE
UNIVERSITY

Extension Service

WVSU Research &
Development Corporation

CREDIT CARD REQUISITION

- ☐ Bank of America
☐ United Bank

PO#: _____
FUND: _____
PROJECT#: _____

	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: _____

Requester's Supervisor: _____ Date: _____

Associate Dean for Extension: _____ Date: _____

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

R&D Budget Officer: _____ Date: _____

Executive Director, R&D: _____ Date: _____