



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: _____

Requester: _____ Date: _____

Requester's Supervisor: _____ Date: _____

Department Head/Dean: _____ Date: _____

Title III Director (Eric Jackson): _____ Date: _____

VP Business & Finance (Timothy Henline): _____ Date: _____

R&D Executive Director (Kimberly Duff): _____ Date: _____