



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: _____

Provost Office (Debbie Williams): _____ Date: _____

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

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

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