CREDIT CARD AUTHORIZATION FORM

I am requesting to use the school credit card because the items I need to purchase cannot be obtained through the tracitional purchase order process.

Card Used: ____Visa _____Wal Mart _____Office Depot _____Home Depot _____Sears _____Lowes _____Staples _____Northern Tools

Visa card Purchases will be made from: _____

Person Using Card: _____

When claiming expenses for more than one person, be sure to list names of each person for whom charges are made.

Item to Purchase

Quantity	Description	Item #	Price	Line Item Total
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Total Purchase				-

OCAS Code: _____

I certify that the above-listed charges were all the purchases made with the school credit card while in my possession. All purchases made were for and in the conduct of official business of Southwest Technology Center.

_____ _____

Signature Date

NOTE: All receipts should be itemized and attached to the credit card slips. Individuals making purchases with a school credit card for which no invoices are returned to the business office shall be responsible for the payment of the purchase.