

APPROVAL OF CREDIT CARD USE

I _____ of the _____
Department Head Department Name

authorize _____ to check out a credit card
Name of person picking up card

on _____ for use at _____
Date Name of Company

Amount of purchase not to exceed _____
\$ Amount

It is understood that all paperwork from this transaction is to be turned in to Purchasing the day of the transaction or in the case of something picked up late in the evening by the close of business the next business day.