STUDENT PURCHASING CARD REQUEST FORM

All purchases made on a Student Purchasing Card must be made in compliance with the Purchasing Card Policy Manual and Student Purchasing Card Manual. The Student Purchasing Card may only be used for university purchases. NO PERSONAL PURCHASES.

ALL PURCHASES ARE TAX EXEMPT!! If you come back with a receipt that has tax on it, you will be required to go back to store to correct it!

Date: ______________________

Print Name: ___________________________  Student ID # ___________________________

Mocode ___________________________  Est. Amt. of Purchase: ________________________

Merchant: ___________________________

List item(s) to be purchased: ___________________________________________________________

List business purpose (include names / # of attendees for food purchases or attach sheet): ___________________________________________________________

By signing the form below, I accept the responsibility and accountability for the protection and proper use of this Student Purchasing Card. I understand the Student Purchasing Card may only be used for the transaction noted above and that should I misuse or allow others to misuse the Student Purchasing Card, I am responsible for immediate repayment and the matter will be forwarded to the campus student judicial officer for review and possible additional disciplinary action. Misuse of this card will result in immediate withdrawal of all purchasing privileges.

Signature: ___________________________

Advisor Signature: ___________________________

Following section to be completed by Approving Official

Date/Time Issued: ______________________  Date/Time Returned: ______________________