

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.** Prohibited purchases are listed in the Purchasing Card Manual which is available on-line at <http://procurement.mst.edu/pcard/pcard.html>*

Date: _____

Last 4 digits of card # _____

Print Name: _____

Student ID # _____

Organization's Name / Title: _____

Phone # _____

MO Code / Account: _____

Merchant: _____

Est. Amt. of Purchase: _____

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.

Estimated time for return of card: _____

Signature: _____

Advisor Signature: _____

Following section to be completed by Approving Official

Date / Time Issued: _____

Date / Time Returned: _____

Amount of Purchase: _____

Approver Signature: _____