**Purchasing Card Check List & Use of Credit Card Form**

**RETURN THIS COMPLETED FORM IMMEDIATELY.**

*Do you have approval in writing from the Department Head to make this request on credit card?*

***(Approval must be attached) YES:\_\_\_\_\_ NO: \_\_\_\_\_***

**Order Date:** \_\_\_\_\_\_\_\_\_\_\_ **NSCC Employee making request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Order Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quantity Description:**

**Items needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Qty\_\_\_\_\_\_\_\_\_\_**

**(You can attach a excel spreadsheet or word document if multiple lines)**

**CHARGES:\_each item cost $\_\_\_\_\_\_\_\_\_\_\_\_\_ Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This total will not go over $2000.00**

**BANNER FOAPAL to Charge:**

**Chart:\_\_\_\_\_\_\_ Fund:\_\_\_\_\_\_\_\_\_\_ Org: \_\_\_\_\_\_\_\_ Account: \_\_\_\_\_\_\_ Program: \_\_\_\_**

**Date Merchandise received:**

**ANY FOOD Purchase :**

1. Approval for food purchase in writing/email \_\_\_\_\_
2. FORM showing what FOAPAL to chargemust be received prior to purchase. ***No exceptions.***
3. Itemized, tax exempt receipt. \_\_\_\_\_
4. **Completed Guest Entertainment Form** w/ list of attendees & attached agenda or purpose of meeting \_\_\_\_\_

**MERCHANDISE Purchase (these items must not be received prior to credit card request):**

1. Approval by Department Head for credit card purchase in writing/email.
2. FORM showing what FOAPAL to charge must be received prior to purchase.

***No exceptions.***

1. Itemized, tax exempt receipt \_\_\_\_\_

You are responsible for obtaining a tax exempt form prior to purchase request.

Tax cannot appear on the receipt.