

- Use of the District credit card is limited to those purchases which cannot be efficiently accomplished through the purchase order system. The Taft College purchase order system is the required method for purchasing supplies and services.
  - Credit card purchases are not to be used in lieu of issuing a purchase order and securing approval in advance of a college related purchase.
  - Attach this approval form with the itemized receipt when submitting your credit card's reconciled monthly billing statement to Administrative Services.
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<b>Vendor name</b>		
<b>Address:</b>		
<b>Phone #:</b>		
<b>Fax # (if necessary):</b>		
<b>Web site URL (if necessary):</b>		
<b>Active Vendor in Banner</b>		<b>If yes, Banner ID #</b>
Yes	No	<b>If no, please work with Fiscal Services in determining if vendor needs to be established for future purchases.</b>

Item #	Qty.	Product #	Product Description	Price Each	Total Price

**PURCHASE REQUEST TOTAL:** \_\_\_\_\_

<b>Account number to pay for the purchase:</b>	
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<b>Requestor's Name:</b>		<b>Dept:</b>	
<b>Signature:</b>		<b>Date:</b>	

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**APPROVAL TO PROCEED WITH PURCHASE**

<b>Immediate Supervisor's Signature:</b>		<b>Date:</b>	
<b>Area Administrator's Signature:</b>		<b>Date:</b>	
<b>Fiscal Services' Signature:</b>		<b>Date:</b>	