

USE OF CREDIT CARD

Date: _____

Department using card _____

Date card was used _____

Account Number/Object Code to be charged _____

Purpose _____

Name of Vendor _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone Number _____

Total Amount Charged _____ **Cost Per Room** _____

Dates of stay (If Hotel, Etc.) _____

Cardholder Approval _____

Department/Supervisor Signature: _____

Date: _____