



Credit Card Authorization

Vendor Number	Vendor Name

Description

Amount	Budget Number

_____ Requestor

_____ Date

*** FOR ACCOUNTS PAYABLE USE ONLY ***

Credit Card to be Charged:

- AP 1
- AP 2
- AP 3
- AP 4
- AP 5
- Corp

Submitted in TEAMS:

- Check Request
- Purchase Order
- AP Invoice

Approval:

- Approved
- Denied

Notes:

_____ AP Signature

_____ Date