



Credit Card Waiver Form

To be completed by cardholder and approved prior to purchase.

This form is to be used when goods, services or travel on the Restricted Uses List may be required by the cardholder.

Cardholder Information

Name _____	Department _____
Index _____	Account _____
<i>Use of federal funds requires the signature of Sponsored Projects Administration</i>	
Last four digits of Pcard to be used _____	Purchasing Card _____ Gas Card _____

I hereby request that a waiver be approved for the following listed goods, services or travel:

Goods/Services	_____
Name of employee(s)	_____
Business Use	_____
Estimated Amount	_____
Dates of use	_____
Location of use	_____
Name of Business	_____

By signing below, you acknowledge and agree that any goods, services or travel listed on the Restricted Uses List must be pre-approved by the Director of Purchasing. This pre-approval is only valid for the goods, services or travel and dates listed above. Any purchases of goods, services or travel outside of these dates must again be pre-approved.

Signature of Cardholder _____	Date _____
Signature of Cardholder's Approving Official _____	Date _____
Sponsored Projects Administration (If applicable) _____	Date _____
Purchasing _____	Date _____

Please obtain all required signatures (except for Purchasing) before submitting to the Purchasing Services Office, Brown Hall, Rm 114. For non-employee or student travel a list of all individuals should be attached to this form.