



Credit Card Waiver Form

To be completed by cardholder and approved **prior** to purchase.
 This form is to be used for goods and services on the Restricted List and for travel if: 1) employee travel purchase is over \$1K, 2) travel purchases for employees without a PCard, 3) student travel

Cardholder Information			
Name _____		Department _____	
Fund/Index* _____		Account Code _____	
<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:

Purchase Description	_____
Name of Employees/Students/Clubs	_____
Business Purpose	_____
Estimated Amount	_____
Date of Purchase/Travel Dates	_____
Location of Use (City, State)	_____
Name of Business	_____

By signing below, you acknowledge and agree that any goods, services on the Restricted List or travel outlined above 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.

Cardholder Signature	Date
Cardholder Approver Signature	Date
Sponsored Projects Administration Signature (if applicable)	Date
Cost Accounting and Reporting Signature (if applicable)	Date
Division Approval Signature (if application)	Date
Purchasing Services Signature	Date

Please obtain all required signatures (except for Purchasing) before submitting to the
 Purchasing Services Office - purchasing@nmt.edu or Brown Hall 100.

For employee or student group travel, please attach a list of all travelers.

The PCard may not be used for non-employee travel expenses.

The Pcard may not be used to pay invoices.