

# Request to use MasterCard

THIS FORM MUST BE USED WHEN REQUESTING TO USE THE MASTERCARD

**Note: A credit card will not be issued from the 18<sup>th</sup>-21<sup>st</sup> of each month due to statement timing.**

## CHECK OFFLIST:

- [SUBMIT THIS REQUEST TO USE THE MASTERCARD](#)  
Attach this "Request to use MasterCard" as an attachment to [apinvoices@gsd.wednet.edu](mailto:apinvoices@gsd.wednet.edu). Please allow 3 – 5 business days to process your request. Do not change the subject information, leave as Request to use MasterCard information.
- [RECEIVE APPROVAL TO PROCEED TO PURCHASE ITEMS](#)  
Once this request has been approved for purchasing you will receive an email back from Tina (this is your approval to proceed to create a requisition). The email will have further instructions on how to proceed with processing a requisition, checking out the credit card, purchasing items, and returning the card

Today's Date: 3/26/21

ASB     GENERAL FUND     CAPITAL

**Requestor:** \_\_\_\_\_ (employee requesting the credit card)

**Employee** making the purchase: \_\_\_\_\_

**Employee** building location: District Office

**Employee** picking up the credit card: \_\_\_\_\_

Vendor you are purchasing items from: \_\_\_\_\_

Amount to set aside (**including shipping & sales tax**) \$ \_\_\_\_\_

The card will be used for (select from dropdown): Purchase - Items

**Brief** description of purchase/hold: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

Will the hotel accept a purchase order?     YES     NO

The second option is to have the hotel submit to us an Authorization to Use a Credit Card. They will fax the paperwork to you, fill it out and fax it back to them. You will need the credit card information to process this request.

If a hotel does not accept a purchase order or direct bill, employees can opt to take a credit card with them to pay for the hotel. A credit card Authorization Form is still required to be filled with the hotel. Please inform the employee to pick up a credit card from Tina at the district office before leaving for their conference (using the date listed below to secure a pick-up date).

**To schedule a date to pick up the credit card for hotel travel or field trips only (see below):**

**Date requested:** \_\_\_\_\_    **Return Date:** \_\_\_\_\_

## Accounts Payable only:

Card Available: Card # \_\_\_\_\_

HOTEL HOLD ONLY/PO TO HOTEL

- Memorandum of Understanding on file (Purchaser)     \_\_\_\_\_     Emailed Jessica
- Memorandum of Understanding on file (Picking Up)     \_\_\_\_\_     Emailed Jessica
- Emailed Requestor    Date \_\_\_\_\_    Initials \_\_\_\_\_     Emailed Tia / \_\_\_\_\_ / \_\_\_\_\_

**Emailed to AP:**     PO     Agenda     Conf Reg     Debarment (Fed 24 38 51 52 53 64 98)     Participant List     Rooming List  
 Order Form (estimate)     Subscription / Membership Form     Order Link

**From Tia:**     Meal & Snack Authorization Form (not required for field trips)    **PO#** \_\_\_\_\_

**Check Out Card:**     Notebook     Skyward

**Check In Card:**     Receipts     Hotel Confirmation     Notebook     Skyward