



Authorization to Use Procurement Card (from Cardholder)

Authorization is Given to: _____

Date: _____

Location: _____

Card Name: _____

Card Number (last 4 digits): _____

Card Expiration Date: _____

For an Amount up to: _____

Purpose of Purchase: _____

Vendor Name: _____

Account Numbers: _____

Use Tax Added (if applicable): _____

Administrator's Signature: _____ Date: _____