

DCSD COSTCO Credit Card Authorization Form

Name:

Date:

Non-Travel Purchases: Supplies / Equipment (610/612)

Circle as Needed

Supplies / Equipment (65X/7XX): requires IT / Bus Svcs approval

Other (Object Code:)

Reason & specifications of product to be purchased; include part #, item description, # of items. Requires enough detail to authorize purchase.

Full account code (be specific):

Total Amount to be charged: \$ _____

IT / Bus Svcs Approval Attached: YES / NO (email format is acceptable)

By signing this form, you authorize these charges to our Costco VISA card for the amount listed above. Charges are your responsibility and must be paid in a timely manner. Failure to submit proper paperwork to allow for timely payment could result in your card privileges being revoked. All card charges are subject to review by the Business Services Director who has sole discretion to determine if charges are allowable under NRS, Board Policies or Administrative Regulations.

Supervisor Signature:

Date: