



CREDIT CARD APPROVAL FORM

To be completed for a **request** or **modification** of an Ames Lab Credit Card.

Submit requests/modifications to the Purchasing Office, 211 TASF:

Date: _____

From: _____
(Program Director) (Program Name)

Please issue/modify a credit card to: _____
(Employee Name)

(Office Address)

(Employee #) (Telephone)

The single transaction limit will be: _____
(\$3,000 maximum)

The monthly transaction limit will be: _____

I hereby grant Blanket Approval for the employee to use their card without my prior approval.

I hereby require this employee to obtain my written approval prior to each transaction and retain the written approval in their file documentation.

(Program Director Signature)

For Purchasing Office Use Only:

Request is approved.

Purchasing Manager or OPC Date

