



CREDIT CARD APPROVAL FORM

To be completed for a **request** or **modification** of an Ames Lab credit card.

Submit requests to:
Purchasing, 211 TASF

Date: _____

From: _____
(Program Director/Approving Official) (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 above employee to use their P-Card without my prior approval.

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

(Program Director) (Approving Official if different than Program Director)-----

For Purchasing Office use only.

Request is approved.

Purchasing Manager or A/OPC Date