



EAST TEXAS BAPTIST
UNIVERSITY

CREDIT CARD AUTHORIZATION FORM

Date: _____

Employee Name: _____

Vendor Name(s): _____

Business Purpose: _____

ETBU Department: _____

List of items or brief description:

Estimated Amount of Charge: _____

General Ledger Account No.: _____

Account Name/Description: _____

Director or Dean of School

\$250 or over Vice President of Division

\$1,000 or over Vice President for Financial Affairs
signature required
President signature required in absence of VP

No personal charges allowed.

Itemized receipt(s) and card due upon returning from event

Internal use only

Type of Card: _____

Card Number: _____