



**EAST TEXAS BAPTIST UNIVERSITY
CREDIT CARD AUTHORIZATION FORM**

Date: _____

Employee Name: _____

Vendor Name(s): _____

List of items or brief description:

Estimated Amount of Charge: _____

General Ledger Account No.: _____

Director or Dean of School

\$250.00 or over Vice President of Division

\$1,000.00 or over Vice President of Administration & Finance
signature required

**No personal charges allowed.
*Itemized receipt(s) and card due upon returning from event***

Internal use only	
Type of Card: _____	Card Number: _____