

## CREDIT CARD USE APPROVAL FORM

Lionel Hampton School of Music

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Vendor: \_\_\_\_\_

Item	Purpose/use	Quantity	Unit Cost	Total Cost

Subtotal \_\_\_\_\_

Shipping \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

*The following items may not be purchased with a UI credit card: Alcoholic beverages, controlled substances, ammunition, weapons, food, water, entertainment, gifts, hospitality expenses (food/flowers/plants), household moving expenses, decorations, consulting fees, one-time services, independent contractors, radioactive/hazardous materials, personal items, utilities/cellular phone charges, and on-campus purchases. CREDIT CARD PURCHASES ARE EXEMPT FROM IDAHO STATE SALES TAX. Credit card use is expressly limited to a maximum of \$5,000.*

**An itemized receipt/invoice must be returned to Patti Heath with the card.**

I agree to follow the above guidelines for proper credit card use.

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

Budget 1: \_\_\_\_\_

\$ \_\_\_\_\_

Budget 2: \_\_\_\_\_

\$ \_\_\_\_\_

*For office use:*

*Date*

*Time*

*Card checked out:* \_\_\_\_\_

*Anticipated return:* \_\_\_\_\_

*Card returned:* \_\_\_\_\_

*Receipt Received* \_\_\_\_\_