**Wenatchee Valley College**

**Purchasing Card Purchase Authorization Form**

To purchase miscellaneous supplies not to exceed $

Date:

Department:

Budget number:

Brief description of items to be purchased and approximate cost:

Authorized by: \_\_\_\_\_\_\_\_\_\_\_

Budget Administrator Signature Date

I have read, understand and agree to the conditions of the institutional charge card procedures and will abide by them. If I engage in any unauthorized purchases, I agree to be personally responsible for the cost of the purchase, and will reimburse the college. I understand unauthorized purchases are grounds for termination of credit card privileges and may have further consequences.

Purchaser: \_\_\_\_\_\_\_\_\_\_\_

Signature Date