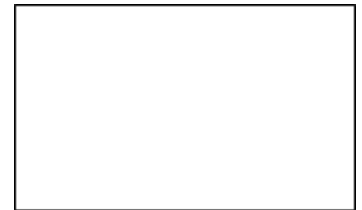




Treasury Approval



Financial Office

Office of The

Tufts Community Union Treasury

APPLICATION FOR USE OF THE CREDIT CARD

The TCU Credit Card is the preferred method to make approved purchases. It may be used to pay any vendor who accepts credit card payments over the phone or through a secure website. **All travel related expenses must be made using the TCU Credit Card and one (1) vendor per form.**

This form may only be approved by the TCU Treasurer or TCU Associate Treasurer. Once approved by the Treasury, orders must be placed at the Campus Life Financial Office (CLFO), Campus Center Room 213.

Organization Name: _____ DeptID: A901_____

Event Date: _____ **(A separate form credit card form is required for each vendor)**

Event Name and Budget line items being used: _____

Vendor: _____ Business Phone: (____) ____-_____

Has this event been approved through JumboLife? (Circle One): Yes No Not an Event

<u>Description of Item(s) to be Purchased</u>	<u>Quantity</u>	<u>Cost</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

If available, attach documentation of the cost of items.

TOTAL: _____

Name & Phone Number of Member Coordinating This Purchase: _____

Organization Signatory Name (Please Print): _____

Organization Signatory Signature (Please Sign): _____ Date: _____

DO NOT WRITE BELOW THIS LINE

_____ P-Card _____ Travel Card _____ Tufts Marketplace Posting Date: ____/____/____

/____ Actual Cost: \$_____ Vendor: _____ Purchase Date: ____/____/____