



ROWAN UNIVERSITY

Student Government Association

PURCHASING CARD AUTHORIZATION

ORGANIZATION NAME: _____

BANNER ORG #: _____ FUNDRAISING?

WHERE ARE YOU PURCHASING FROM? _____

WHAT TYPE OF PURCHASE? FOOD SUPPLIES

OTHER: _____

AUTHORIZED AMOUNT (UP TO): \$ _____

CLUB MEMBER WHO THE CARD WILL BE LOANED TO: _____

PURCHASER INSTRUCTIONS: Complete all fields and signatures and then have the club member who the card will be loaned to bring this authorization to the SGA Office in the Chamberlain Student Center to receive the purchasing card. **NO SALES TAX may be charged to the card!** The card must be returned to the Office with detailed receipts immediately after purchase. All expenses will be directly billed to the Banner Org number listed above.

This credit card purchase has been approved by:

Organization Representative (Treasurer President) Date

Organization's Faculty/Staff Advisor Phone #

SGA USE ONLY - CARD/DATE/STAFF: _____