

## VISA CREDIT CARD PURCHASE REQUEST

See Wanda Evans for use.

1. REQUEST DATE <input style="width: 90%;" type="text"/>	2. REQUIRED DATE <input style="width: 90%;" type="text"/>	3. PRIORITY
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4a. LINE ITEM	4b. PART NUMBER	4c. DESCRIPTION	4d. UNIT	4e. QUANTITY	4f. UNIT PRICE	4g. TOTAL

Enter "Last Item" after the last item requested. Items cannot be backordered.

GRAND TOTAL: \$

5. SUGGESTED SOURCE <input style="width: 95%;" type="text"/>	5a. GSA CATALOG HAS BEEN CHECKED FOR MANDATORY NIB/NISH/UNICOR ITEMS: YES <input type="checkbox"/> NO <input type="checkbox"/>
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6. REMARKS: *(Services require 65 digit OMA fund appropriation.)*

### REQUIRED SIGNATURES

7a. SIGNATURE OF REQUESTOR <input style="width: 95%;" type="text"/>		Click to Approve		7b. DATE SIGNED
8a. SIGNATURE OF CARDHOLDER <input style="width: 95%;" type="text"/>		Click to Approve		8b. DATE SIGNED
9a. SIGNATURE OF IMO <input style="width: 95%;" type="text"/>		Click to Approve		9b. DATE SIGNED
10a. SIGNATURE OF BUDGET OFFICER <input style="width: 95%;" type="text"/>		Click to Approve		10b. DATE SIGNED
11a. SIGNATURE OF APPROVING OFFICIAL <input style="width: 95%;" type="text"/>		Click to Approve		11b. DATE SIGNED

After purchases, attach receipts. Receipt cannot state misc.