

# PURCHASE CARD REQUEST

Tracking #

- Request must be submitted at least two business days prior to "Date Needed By."
- You will be notified by e-mail when the purchase card is available for pick-up.
- You must return the card with original itemized receipts, by date indicated on the envelope provided with card.

**QUESTIONS?: Email [safinances@american.edu](mailto:safinances@american.edu)**

Name:  Organization:

E-mail Address:  Phone:

Account#  Amount Requested \$

(object code) (5 digit account number)

Description of Event: \_\_\_\_\_

Date Needed By: \_\_\_\_\_ Event Date: \_\_\_\_\_

Please complete the following (additional space available on back of form):

Items to be purchased: \_\_\_\_\_ Vendor / Store Names: \_\_\_\_\_

American University  
**Student Activities**  
 Explore ~ Dream ~ Discover

\_\_\_\_\_  
*signature* President/Treasurer/Dept. Head *printed name*

\_\_\_\_\_  
 SG Comptroller (if necessary) Date

\_\_\_\_\_  
 Student Activities Advisor Date

**Student Activities Use Only**

Entered OFAS: \_\_\_\_\_

AD: \_\_\_\_\_

Return Date: \_\_\_\_\_

KG	AT	CL	00753
AR	KH	LM	08895

Front Desk Received:

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Front Desk Received:

Continued from the front of the form:

Items to be purchased: \_\_\_\_\_

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Vendor / Store Names: \_\_\_\_\_

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Continued from the front of the form:

Items to be purchased: \_\_\_\_\_

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Vendor / Store Names: \_\_\_\_\_

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