

Lake Superior State University Purchasing Card Agreement

I, _____, request use of a purchasing card on _____
for _____
to be held on _____. I expect to spend approximately \$ _____.
Date

I understand I am responsible for turning in the following items within 48 hours of purchase:

- Receipts
- List of participants (if over 20, a head count)
- Copy of event/program flyer

Please note that purchasing cards are not allowed to be kept over the weekend without approval from the Associate Director or Director of Campus Life and Housing. Purchasing cards must be picked up and returned during normal business hours.

List of items to be purchased:

Notes/comments:

Student signature

Student Organization Leader

Advisor signature

date returned

signature

P-Card used