

Treasury Approval



Financial Office

Office of The
Tufts Community Union Treasury

APPLICATION FOR USE OF THE TCU CREDIT CARD

This is a request only, not a confirmation.

This form must be approved by the TCU Treasurer when an organization plans to use the TCU credit card. The credit card can be used to pay any vendor who accepts credit card payments over the phone or on-line. When a credit card is a possible form of payment, it is encouraged that students use the TCU credit card. **This form should be used for all travel arrangements, including lodging and transportation.**

Organization Name: _____ Dept ID #: A901_____

Description of item(s) to be purchased: _____

Item: _____ Cost of Item: \$_____ Quantity: _____

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If available, attach documentation of cost of item(s). Total Cost: \$_____

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

SIGNATORY NAME (PLEASE PRINT): _____

SIGNATORY SIGNATURE: _____ DATE: _____

____ P-Card

Do NOT Write Below This Line
____ Travel Card

____ Tufts Marketplace

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

Purchase Date: ____/____/____