



## Sams Discover Credit Card Request Approval Form

*[Please Attach An Agenda In Regards To Conference]*

Credit Card Holders' Name: \_\_\_\_\_

Employee's Name Requesting Card: \_\_\_\_\_ Date: \_\_\_\_\_

	Date	Vendor Name	Description of Purchase	Estimated Amount	Actual Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16			<i>Total</i>		

*Account Numbers*

1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

Initiator and/or Supervisor Signature	Vice President Signature	Business Manager Signature/President Over \$500

Entertainment, Alcoholic Beverages, Or Any Expenses Related To Guest Accompaniment Are Not Reimbursable.  
 Attached Additional Sheets If Necessary To Document Travel. Receipts Must Be Attached  
**ALL SIGNATURES REQUIRED BEFORE RELEASE OF MASTERCARD**