

**Credit Card Check  
Approval Form**

*This form is to be completed when verbal approval has been granted in advance of a purchase by the second level supervisor.*

*Date verbal approval authorized:* \_\_\_\_\_

*Name of credit card check writer:* \_\_\_\_\_

*Name of individual who provided  
check to vendor/merchant/payee:* \_\_\_\_\_

*Vendor/merchant/payee's name:* \_\_\_\_\_

\_\_\_\_\_

*Description of purchases:* \_\_\_\_\_

\_\_\_\_\_

*Did vendor/merchant accept the  
purchase credit card?* \_\_\_\_\_

*Reason for authorizing the use of  
the credit card check:* \_\_\_\_\_

*Appropriation code the purchase  
and fee will be charged to:* \_\_\_\_\_

\_\_\_\_\_  
**Second level Supervisor's Name/Signature**