

**Village of Poplar Grove
Credit Card Authorization Form**

Section I – Requestor Information

Name of Requestor: _____

Department: _____

Email: _____ **Phone:** _____

Date of Request: _____

Section II – Purchase Details

Vendor Name: _____

Description of Purchase:

Purpose/Justification for Purchase:

Estimated Total Cost: \$ _____

Is this a one-time or recurring purchase?

☐ One-Time ☐ Recurring (If recurring, explain frequency):

Is this purchase an emergency?

☐ Yes ☐ No

Section III – Budget Information

Account Number / Budget Line Item: _____

Is this purchase budgeted?

☐ Yes ☐ No ☐ Unsure

Section IV – Authorization

Requested By (Signature): _____

Date: _____

Department Head Approval (if applicable):

Signature: _____ Date: _____

Print Name: _____

Section V – Trustee/Board Approval (If Over \$2,500 or Emergency)

Approval of Minimum Three (3) Trustees Required (If Applicable):

Trustee Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section VI – Finance Use Only

Approved by Finance Officer: _____

Date: _____

Cardholder Assigned: _____

Transaction Date: _____

Purchase Order Number (if applicable): _____

Instructions:

- Attach a **pink purchase order** and **itemized quote or invoice** to this form.
- Submit completed form to the **Finance Department** prior to purchase.
- Keep a copy for your department's records.