CREDIT CARD USE APPROVAL FORM
Lionel Hampton School of Music

Name:__________________________________________________________

Date: ___________________________ Vendor: ________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Purpose/use</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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Subtotal _______________________
Shipping _______________________
TOTAL $ _______________________

The following items may not be purchased with a UI credit card: Alcoholic beverages, controlled substances, ammunition, weapons, food, water, entertainment, gifts, hospitality expenses (food/flowers/plants), household moving expenses, decorations, consulting fees, one-time services, independent contractors, radioactive/hazardous materials, personal items, utilities/cellular phone charges, and on-campus purchases. CREDIT CARD PURCHASES ARE EXEMPT FROM IDAHO STATE SALES TAX. Credit card use is expressly limited to a maximum of $5,000.

An itemized receipt/invoice must be returned to Patti Heath with the card.

I agree to follow the above guidelines for proper credit card use.

__________________________________________________________________________
Signature of Purchaser Date

__________________________________________________________________________
Director Date

Budget 1: ____________________________ $_____________________
Budget 2: ____________________________ $_____________________

For office use:

Card checked out: ________ ________
Anticipated return: ________ ________
Card returned: ________ ________
Receipt Received ________ ________