



## Project Specific Credit Card Order Form

**Please note:** The credit card should not be used to order office supplies that are available through HSL's Preferred Vendor (currently WB Mason), equipment or computers.

Items can only be charged to grants if they are only being used for that grant and an authorized signatory can confirm that the purchased items are directly attributed to the identified sponsored project. Absolutely NO personal (charges that are not directly charged to an account at HSL) expenses can be purchased with this card.

### Items 1-14 must be completed before the actual purchase:

1. Date of Purchase:
  2. Supplier:
  3. Item Number (if applicable.):
  4. Description of Item:
  5. Business Purpose/Reason for being charged to sponsored project:
  6. Name of Center Director named on the Credit Card:
  7. Name of person using the card if different from Center Director:
  8. Account # to Charge Items to:
  9. Estimated total Expense:
  10. Center Director's Signature:
  11. Authorized Signatory (if not the Center Director):
  12. Grant Manager's Signature:
  13. SAM Vendor Authorization Signature (New vendors only):
  14. VP, Research Administration Signature (If purchase is \$2,000 or more or other exception is required):
- Items 15 and 16 must be completed within 24 hours of the purchase.**
15. Final Amount:
  16. Please attach the credit card receipt from the purchase to this completed form and send it via email in PDF format to the appropriate Admin Team Member who manages the credit card you purchased with.