



# VISA PURCHASE AND PAYMENT AUTHORIZATION

**Vendor Name:**

**Item/Service to be Purchased:**

**Justification:**

**Is purchase for Meals and/or Refreshments?    Yes            No**

If yes, attach properly completed and approved Request for Meals and Refreshments form per Policy 3001

**Org Index            Master Index            Percentage            Sub Sub Object**

**Estimated Cost:**

**Purchase Type:    Online    Vendor Website Address:**

**Phone    Vendor Telephone #:**

**Is there any additional information we should know when processing this request?**

**Requester:**

**Purchase on Behalf of:**

**Designated Approver:**

**Date:**

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***Financial Services Use Only***

**Actual Cost:**

**U.S. Bank Authorization #:**

**Coded/Reviewed By:**

**Approved By:**

Initials

Date

Initials

Date