

SHOPPING CARD REQUEST

UT BOLING CENTER for D.D.

Please complete this form when requesting the Procurement, Schnucks, or Office Depot card for purchases. Please submit your request before day of event if possible.

DATE of REQUEST: _____

TIME of REQUEST: _____

NAME of CARD: _____

EVENT and DATE: _____

PURCHASES for EVENT:

Staff Signature

Supervisor's Signature / Telephone Ext.