

FOSCL Credit Card ("FCC") Transaction Approval Form

Instructions: This form must be completed, signed, and emailed by the FCC User to the Treasurer at treasurer@foscl.com for approval prior to using a FCC to make a purchase. Documentation must be in the form of a detailed invoice/statement & a FCC receipt. All new purchases and changes to previously approved purchases must be approved by the Treasurer. Returns and withdrawn transactions require notification only via this form. Only one (1) request for approval or notification, as may be applicable, permitted per form, e.g., no multiple requests on one (1) form. → FCC User must delete FCC information from vendor websites after approved one-time purchase transactions are completed, and after recurring monthly purchase transactions are terminated.

<input type="checkbox"/> Purchase / One-Time: <input type="checkbox"/> New <input type="checkbox"/> Change - Originally Approved on _____ (date)
<input type="checkbox"/> Withdrawn - Originally Approved on _____ (date)
\$ _____ (amount) GL# _____ /Item or Service _____
Vendor _____ d/b/a (if applicable) _____
<input type="checkbox"/> Invoice/statement attached. FCC receipt to follow immediately after this transaction.
<input type="checkbox"/> Invoice/statement and a FCC receipt to follow immediately after this transaction.

<input type="checkbox"/> Purchase / Recurring Monthly: <input type="checkbox"/> New
<input type="checkbox"/> Change - Originally Approved on _____ (date)
<input type="checkbox"/> Withdrawn - Originally Approved on _____ (date)
<input type="checkbox"/> Terminated on _____ (date) - Originally Approved on _____ (date)
\$ _____ (amount) GL# _____ /Item or Service _____
Vendor _____ d/b/a (if applicable) _____
Start Date _____ End / Termination Date _____
<input type="checkbox"/> Invoice/statement attached. FCC receipt to follow immediately after this transaction.
<input type="checkbox"/> Invoice/statement and a FCC receipt to follow immediately after this transaction.

<input type="checkbox"/> Returned Purchase / One-Time: → FCC receipt (credit) for return must be attached.
\$ _____ (amount) GL# _____ /Item or Service _____
Vendor _____ d/b/a (if applicable) _____
Original Transaction Date _____ Original Transaction Amount \$ _____

FCC User's Signature _____ **Date** _____

Please Do Not Write Below This Line

Treasurer: <input type="checkbox"/> Approved _____ <input type="checkbox"/> Rejected _____ <input type="checkbox"/> Verified _____
<input type="checkbox"/> Reconciled to PNC statement dated _____ <input type="checkbox"/> Bookkeeper _____