



BLUE MOUNTAIN COMMUNITY COLLEGE

PO BOX 100
2411 NW Carden Ave
Pendleton, OR 97801

PROCEDURE FOR USE OF CORPORATE CARD

Purchasers RESPONSIBILITY:

1. Prepare PO as directed in the RaPS module. ****Select US Bank Corp Credit Card** as vendor. Within the description area please notate vendor you are purchasing from.**
2. Complete this form in its entirety **before** placing your order.
3. **Do not** use card for more than the requested amount.
4. **Do not** purchase items and ship to your personal home address. All items purchased for the college **must be** shipped to the college.
5. After making your travel arrangements, please have the vendor fax the credit card authorization form to the Operations Dept. at (541) 278-5870.
6. Return credit card to the Operations Department to finish the checkout process.
7. Most importantly, return the unaltered original receipts to Accounts Payable within **1 week after** placing the order or **immediately** following the trip. One can be personally liable for the charges without proper documentation and/or receipt.

Credit Card Charge Information

Today's Date: _____

Requested Amount: \$_____ (Total charges not to exceed this amount)

Requestor/Dept: _____ Traveler/Dept: _____

PO # and/or Trip #: _____ and/or _____

Dates of Travel: _____

Vendor Name: _____

Purpose: _____

Item(s) Purchased: _____

Confirmation #: _____

Acct # (if instruction related): _____
XXXX - 1XXXXX - XXXX - N - XXXXX

Acct # (if Instructional Support related): _____
XXXX - 2XXXXX - XXXX - N - XXXXX

Acct # (if Student Services related): _____
XXXX - 3XXXXX - XXXX - N - XXXXX