

Date: 2-Aug-22

REQUEST FOR CREDIT CARD OR CONVENIENCE CHECK PAYMENT

REQUESTOR INFORMATION

Brigade:	
School:	
Request POC, Phone #, email: <small>(person who contacted the vendor)</small>	
Event: Location: Dates: <small>(FTX, LTC, etc.)</small>	to
Purchase Purpose and Quantity: <small>(Meals (which meal), Transportation, Latrines, etc.)</small>	
Purchase Dates: <small>(Dates of meals, etc.)</small>	
Number of Cadre:	
Number of Cadets:	
Price Per Cadet: <small>(Meals Only)</small>	
TOTAL PRICE:	
Credit Card (CC) or Check?	Credit Card
Will vendor take card number over the phone?	YES
If Check, provide vendor's Tax ID Number:	
Vendor:	
Vendor Address:	
Vendor POC:	
Vendor Phone Number:	

BRIGADE APPROVAL

Brigade Approved? Date Approved:	YES
Approver Name/Phone Number:	

BUDGET

Notes:

APC

EOR