



Pinnacle Credit Card Purchase Form

GENERAL INFORMATION

Purpose	Pinnacle Credit Card Purchase	Billing Period (Monthly)	Starting Date:	Ending Date:
Name		Department		
Gavilan Number (G#)				

Date of Purchase	Organization Number	Account Number	Vendor	Description/Reason of Purchase	Amount
Total					

AUTHORIZED SIGNATURE _____

Approval signature on this form signifies that funds are available, expense is allowable, and is an appropriate authorized purchase given the credit card acceptable use policy.