



Wenatchee Valley College
COSTCO
Purchase Authorization Form

To purchase miscellaneous supplies not to exceed \$ _____

Date: _____

Department: _____

Budget number: _____

Brief description of items to be purchased and approximate cost:

Authorized by: _____
Budget Administrator Signature Date

I have read, understand and agree to the conditions of the institutional charge card procedures and will abide by them. If I engage in any unauthorized purchases, I agree to be personally responsible for the cost of the purchase, and will reimburse the college. I understand unauthorized purchases are grounds for termination of credit card privileges and may have further consequences.

Purchaser: _____
Signature Date

Remember to include your Meals and Light Refreshment form if you are purchasing food to be served on campus.

That form needs to be signed by V.P. Brett Riley, and approved through From Scratch by Us!.