

Minnesota State University, Mankato
Authorization to Purchase Commodities by Credit Card
MasterCard

I hereby authorize Mr./Ms. _____ to purchase materials and/or supply items from your place of business up to a total amount of \$1000.00 per purchase and charge the amounts due to Minnesota State University, Mankato MasterCard Account Number _____, subject to the requirements as outlined below:

1. The credit limit for this card is \$1000 per transaction. Multiple purchases of the same product from the same vendor on the same day that total more than \$1000 are not permitted.
2. A MasterCard charge slip, sales receipt, cash register slip if over the counter, and/ or a packing list must be provided to the authorized individual for all purchases.
3. The individual authorized must sign the charge slip for all purchases.

Cost Center No. _____

Card Expiration Date _____

Date: _____

Signature of Cardholder
authorizing individual to charge

Signature of Individual

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