



Credit Card Purchase Request

Date of Request:

Need Order by:

Vendor:

Website:

Phone Number:

Purchase Amount:

Item/Description:

Requestor:

Approved by:

CRI ED Approval:

Study Name:

Justification:

If purchase directly benefits ED or if purchase is greater than \$5,000, another CRI authorized signer must approve.

Please include the following attachments with your request, if applicable:

- List of Attendees, if applicable
- Agenda, if applicable

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