

**Molloy University  
American Express Virtual Card Program  
Purchase Request Form**

<b>Requestor's/Traveler's Name</b>				<b>Special Instructions</b>				
<b>Department</b>			<b>Room #</b>					
<b>Requestor's/Traveler's Email</b>			<b>Ext</b>					
				<b>Expenditure Types</b>				
Date	Vendor/Description & Address	Business Purpose	Attendees	Conferences	Airfare/Train	Supplies	Total Charge Amount	General Ledger Account #

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_ VP Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchasing Office Preparer \_\_\_\_\_ Date \_\_\_\_\_ Purchasing Office Approver \_\_\_\_\_ Date \_\_\_\_\_