



# STATE OF MISSOURI PURCHASING CARD

## THIRD PARTY CREDIT CARD AUTHORIZATION FORM

### CARDHOLDER INFORMATION

Cardholder Name as it Appears on Credit Card							
Cardholder Billing Address							
City State Zip Code							
Daytime/Business Telephone Number		(    )		(    )			
Credit Card Number (Do not enter dashes)				Expiration Date (mm/yy)			
Credit Card Type				VISA			
Credit Card Issuing Bank Name and Telephone Number on Card				UMB		(816) 843-2458	

### GUEST INFORMATION

Guest/Group Name							
State Agency		Division					
Telephone Number				(    )			
Confirmation Number							
Arrival Date (mm/dd/yy)		Departure Date (mm/dd/yy)		# of Nights			

### RATE INFORMATION AND APPROVED CHARGES

Room Rate*		Taxes**		Total Daily Rate		
I authorize the following categories of charges (please X all that apply):			All Charges	Room & Tax	Food & Beverage	Parking
			Telephone	Internet Access	Recreation	Other
Comments:						

\* **Rate and tax amount must be provided by a hotel representative in order to complete this form.**

\*\* **Transactions made with State Purchasing Cards are Missouri Sales and Use Tax Exempt under Tax Exemption Number 12602515.**

I certify that all information is complete and accurate. I hereby authorize \_\_\_\_\_ to collect payment for all charges as indicated in the rate information and approved charges section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer for the credit card listed above.

Cardholder Name (printed): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**\* Guest may not have card present at check-in. Reservations are made by a centralized travel desk for State Employees. State Purchasing Cards are state-liability cards and the cardholder's personal driver's license is not needed to verify authenticity. However, upon request, cardholder will fax a copy of their State Employee ID. Due to security and fraud concerns, we are unable to fax an unrestricted copy of the front and back of the credit card. If requested by the hotel, cardholder will fax a copy of the front and back of the card with the first 8 digits blacked out.**