* The credit card can only be signed out and used by an Authorized User (Fiscal Officer, Health Commissioner and APC Administrator
* The credit card can only be signed out and returned in the same day (returned by 4:00pm).
* Credit card purchase cannot exceed $2,000.00 per transaction.

**To be completed by the Authorized User taking the credit card (complete when signing out the credit card).**

**SECTION 1**

Date Division

Authorized user’s name and title

Reason for the use of the credit card

**Purchase Order Information**

A purchase order (PO) shall be opened prior to using the credit card. The PO will always be opened in the name of the credit card company (provided by the Auditor’s office).

PO Number Date of PO Amount of PO

**SECTION 2**

**Credit Card Purchase Information** (complete when returning the credit card)

Amount of credit card purchase

Vendor/Merchant name

**\*\*Attach credit card receipt to this form.**

**I agree that the above information is correct to the best of my knowledge.**

Authorized User’s Signature Date

***\*To be signed when the card is returned.***

**-------------------------------------------------------------------------------------------------------------------------------**

**For Use by the Fiscal Officer (or designee)** Date

Time the card was taken out Time the card was returned

Fiscal Officer’s Signature for Approval Date

***\*To be signed when the card is returned and signed by the Authorized User.***