

Erath County, Texas

Credit Card Request

Employee Requesting Credit Card: _____

Employee's Department: _____

Employee's Home Phone Number: _____

Justification for Request:

Where -

When -

Purpose -

Estimated Cost:

Registration -

Lodging -

Air Travel -

Parking/Tolls/Fuel -

Line Item Number(s) -

Department Director Signature/Approval: _____

Employee hereby agrees to abide by the Erath County Credit Card Usage Policy. Employee understands that usage of the card is strictly limited to official County business. Any unauthorized use will subject the employee to termination and prosecution.

By signing this form the employee acknowledges that they have read and understands the Erath County Credit Card Usage Policy.

Signature of Employee _____

Return completed original form to County Auditor's Office for processing.

Acknowledgement of receiving Card _____ Date _____