

City of Richmond
Administrative Manual

BANK CREDIT CARD AUTHORIZATION REQUEST

DATE: _____

TO: Director of Finance

FROM: _____ Account Number: _____

This request is for Division Management level personnel and above. Yes No

Purchases made with a bank credit card are charged to the department budget.

Describe the justification.

I hereby acknowledge that I have read the City's Bank Credit Card Policy. I have read this policy and I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action may be taken if I am found in violation of the policy.

Employee: Signed: _____ Date: _____

Department Director:
 Approved Signed: _____ Date: _____

Banking Institution: _____

Bank Credit Card Number: _____

City Manager's Approval if credit limit exceeds \$2,500: _____

Credit Limit approved: City Manager's initials _____ \$ _____

The City will annually review bank credit card users to ensure designated employees continue to demonstrate a need for a bank credit card.