

ADVANCE PERMISSION for CREDIT CARD PURCHASE

- Each credit card carries a monthly total limit (\$2,000), and a limit per transaction (\$1,000). Exceeding the limit per transaction by breaking the purchase into components will place your credit card at risk of suspension. If the card is lost or stolen, **immediately** call 1-800-316-6056 to report lost/stolen card and notify Anne Bryant (277-6641).
- Credit card may be used for business transactions only.
- Credit card **may not** be used to purchase items already in the FCPS warehouse.
- Credit card **cannot** be used to obtain advances.
- Purchases **cannot** exceed available credit card balances.
- Credit card **cannot** be used for lodging, transportation or registration, except for specifically exempted cards.
- FCPS is exempt from sales tax for goods delivered to or purchased in Virginia. Sales tax charges incurred on the credit card must either be removed by the vendor or reimbursed by the user.

**ALL FINAL ORIGINAL PAPERWORK AND RECEIPTS MUST BE SUBMITTED TO
DSS FINANCIAL MANAGEMENT SECTION.**

TO: Cardholder _____ **INITIALS** _____

FROM: _____ **SIGNATURE** _____

COALITION NAME: _____

NAME OF VENDOR: _____

ITEM(S) TO BE PURCHASED: _____

(Use attachment if additional space is needed.)

PROJECT: _____

ESTIMATED COST: _____ **SUBJECT:** _____

PURCHASE APPROVED BY: _____

Coalition Coordinator

Coordinator, Safe & Drug Free Youth

\$200 AND OVER APPROVED BY: _____

Director of Psychology and Preventative Services

DATE: _____

CARD ISSUED TO: _____ **DATE:** _____

CARD RETURNED TO: _____ **DATE:** _____

ACTUAL COST: _____ **DATE:** _____