



CREDIT CARD REPORTING FORM

DEPARTMENT NAME _____ DEPARTMENT NUMBER _____

BUDGET ORDINANCE—CREDIT CARD POLICY

"All Anderson County credit card charges and purchases made utilizing an Anderson County credit card are to be reported to the Finance Office, and accompanied by a detailed receipt and a written report. The written report shall contain sufficient detail to show who made the charge, what the charge was for, when the charge was made, where the charge was made, and why the charge was incurred. Charges incurred for or associated with economic development projects must still be reported, as addressed above, and accompanied by the receipt and report described above, but may be reported by project codename, until such time as the project is publicly announce or finally terminated."

Who made the charge? (if the charge if for a business meal, list those in attendance)

What is the charge for?

When was the charge made?

Please enter date as mm/dd/yy

Who is the vendor?

What is the purpose of the charge? (Detailed explanation)

If Fuel, Veh # _____ Odometer _____

Amount _____ General Ledger Account _____

Last 4 Digits of CC# _____ Visa _____ Mastercard _____

Additional Notes

DEPARTMENT HEAD/DIVISION DIRECTOR SIGNATURE _____