

City of Green



Policies & Procedures

CITY ISSUED CARDS AND/OR PURCHASE CARDS

Credit Card Sign Out Form

I, \_\_\_\_\_, hereby acknowledge that I have taken possession of the City of Green Credit/Purchase Card on \_\_\_\_\_. By signing this form, I acknowledge that I will return the credit card within twenty-four hours along with the appropriate receipts and paperwork. I also acknowledge that I will not document the credit card number for use later purchases without having used the credit card procedures. I acknowledge that I have read and understand the City Issued Credit Card and/or Purchase Cards Policy and Procedures for the City of Green. The cards will not be used for personal purposes.

Card Checked Out:

\_\_\_\_\_  
Name (Please Print)

Signature: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Card Checked In:

Signature: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_