

UTAH COUNTY PURCHASING CARD REQUEST FORM

DATE		DEPARTMENT	
CUSTODIAN NAME			

DESCRIPTION OF SECURITY PROVIDED BY DEPARTMENT FOR PURCHASING CARD		

DEPARTMENT HEAD SIGNATURE	
PURCHASING AGENT APPROVAL	
COMMISSION CHAIR SIGNATURE	

	FUND	DEPT.	OBJECT
Default Account Number			
Cost Center Number			

FOR OFFICIAL USE ONLY

DATE REQUEST RECEIVED	
DATE REQUEST SENT TO BANK	
DATE CARD GIVEN TO DEPARTMENT	
LAST FOUR DIGITS OF CARD NUMBER	
DEPARTMENT HEAD SIGNATURE FOR RECEIPT OF CARD	
PURCHASING AGENT SIGNATURE FOR VERIFICATION OF CARD DELIVERY	

Default Credit Card Limits

Daily Number of Transactions	5
Monthly Number of Transactions	20
Daily Dollar Limit	\$1,000
Monthly Credit Limit	\$2,000
Single Purchase Limit	\$200