

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	

	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	
SIGNATURE FOR RECEIPT OF CARD	
PURCHASING AGENT SIGNATURE FOR VERIFICATION OF CARD DELIVERY	

Default Credit Card Limits

Daily Number of Transactions	15
Monthly Number of Transactions	30
Daily Dollar Limit	\$10,000
Monthly Credit Limit	\$10,000
Single Purchase Limit Max Amnt	\$10,000

Other Requested Credit Card Limits

Daily Number of Transactions
Monthly Number of Transactions
Daily Dollar Limit
Monthly Credit Limit
Single Purchase Limit

UTAH COUNTY PURCHASING CARD CUSTODIAN AGREEMENT FORM

As custodian of the purchasing card issued by Utah County, I indicate that I have read, understand, and agree to adhere to Utah County's Purchasing Card Policy and Procedures.

Failure to comply with the guidelines established for the purchasing cards may result in severe consequences up to, and including, termination of employment. Any criminal activity associated with the use of the purchasing card may be prosecuted under applicable laws.

Custodian Signature

Date

The department head is ultimately accountable for the fiscal and physical control of any purchasing cards assigned to his/her department. As the department head responsible for a purchasing card issued by Utah County, I indicate that I have read, understand, and agree to adhere to Utah County's Purchasing Card Policy and Procedures.

Any criminal activity associated with the use of the purchasing card may be prosecuted under applicable laws.

Department Head Signature

Date