Credit Card Log-In/Log-Out Sheet

I. PURPOSE:

Yadkin Valley Economic Development District, Inc. credit cards shall only be used for activities related to the agency's programs and its operations. This form will be used to help monitor the use of these cards.

II. PROCEDURES:

a. Employee must have a Purchase Order in hand when signing out the agency MasterCard credit card. That purchase will be used to complete this form.

b. The credit card issued will only be allowed for prior approved PO number listed. If employee needs to use card for any additional purchasing, a separate line must be used on the MasterCard/Credit Card Log-In/Log-Out sheet. All credit card usage must be approved by the Executive Director and/or the Finance Director.

III. CREDIT CARD REQUEST,APPROVAL, AND CHECK IN:

The agency MasterCard credit card is needed for the time and purchased listed. I will assume full responsibility and liability for this agency MasterCard credit card while it is loaned to me. I will take all means possible to insure proper security of this card while in my possession. I have read YVEDDI's Fiscal Policies and Procedures regarding the use of the credit cards and I agree to abide by them.

Date	Employee Name (signature)	Employee Title	Program	PO #	Vendor	Anticipated Amount to be spent	Approval Finance Director	Date to be Returned	Check-In Sign	Check-In Date
						$				
						$				
						$				
						$				
						$				
						$				
						$				
						$				
						$				