

# CRAWFORD COUNTY LIBRARY Policy Manual

**Policy No. 807.1**

**Subject: Credit Card Use Form**

Nature of Official Business for Expenses Listed on this Voucher:

Receipts must accompany all credit card usage.

Date	Item Purchased	Cost	Budget Line
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL COST		_____	_____

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ADOPTED:** December 11, 2002

**REVIEWED:**