



Auditor's Office Use Only

Date Rec'd Form _____
Date Requested _____
Date Received _____
Date Released _____
Date Closed _____

Lubbock County

**LUBBOCK COUNTY PURCHASING CARD REQUEST FORM
ACCOUNTING AND CARD INFORMATION RECORD**

TYPE OF REQUEST

- Add/New Account
 Temporary Credit Limit Change

- Delete/Close Account
 Lost/Stolen Card

ACCOUNT INFORMATION

Name: _____

Department Number/Name: _____

Work Number: _____ E-mail address _____

Monthly Credit Limit: _____ \$500 _____ \$1,000 _____ \$1,500 _____ \$2,000 _____ \$2,500

Monthly Credit Limit in excess of \$2,500 requires Commissioner's Court action. You must provide Court Minutes for approval!

Types of Usage Allowed: _____

AUTHORIZATION

Employee Name (print) Employee Signature Date

Department Director Name (print) Department Director Signature Date

Credit Card Manager Name (print) Credit Card Manager Signature Date

INSTRUCTIONS ON HOW TO COMPLETE FORM

NEW ACCOUNT

1. Indicate "New Account" under type of request
2. Complete Account Information and obtain Authorization signatures
3. Return to Credit Card Manager

ACCOUNT CLOSURE

1. Indicate "Close Account" under type of request
2. Last 4 digits of Account # _____
3. Employee and/or Department Director print and sign name under Authorization
4. Return to Credit Card Manager