



PURCHASE CARD AUTHORIZATION FORM

Please complete and submit this form to purchasing@eaglepasstx.us for all credit card transactions that require quick authorization and are exempt from standard procurement policy. The Finance Department will review and authorize requests deemed to be in the best interest of the City of Eagle Pass. If approved, the detailed invoice and/or receipt must be uploaded into the STW system within five (5) business days after receiving the Weekly P-Card Checklist. Please provide as much detail as possible under "description of purchase" as both invoice/receipts uploaded must match provided description.

Cardholder Name: _____ Date: _____

Job Title: _____ Department: _____

Name of Business: _____
Please provide expense account, if expensing multiple accounts please provide account breakdown under description of purchase. Request will be rejected with missing expense account(s).

Amount Requested: _____ Expense Account: _____

DESCRIPTION OF PURCHASE

Cardholder Signature: _____ Date: _____

Director's Signature: _____ Date: _____

For Finance Use Only

APPROVED DENIED

Reviewed by: _____

Authorized Amount: _____

Valid From: _____ To: _____

Date: _____