

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Credit Card Request
Revised: February 27, 2003

Policy:

The Southwest HRA Head Start Program has credit cards which may be issued to staff for specific purchases with prior approval from the Head Start Director.

Procedure:

- The Assistant Director for Administration/Career Dev. will maintain all credit cards. Employees who wish to check out a credit card are to complete a "Credit Card Request Form" listing the specific use for the card.
- Prior approval is to be obtained from the Head Start Director.
- Upon approval, the form will then be taken to the Assistant Director for Administration/Career Dev. who will obtain a signature and the requested card will be given.**
- All Credit Card Requests will be maintained on file by the Assistant Director for Admin/Career Dev.

**The Visa Card may only be checked out by the Head Start Director and Assistant Directors.

**SOUTHWEST HRA – HEAD START
CREDIT CARD REQUEST FORM**

NAME: _____

DATE OF REQUEST: _____

TYPE OF CARD REQUESTED: VISA OFFICE DEPOT HOBBY LOBBY

PURPOSE: _____

DATES OF USE: _____

APPROVED _____ DENIED _____ REASON DENIED _____

HEAD START DIRECTOR