



City of Pooler

Credit Card Voucher FOR

BANK OF AMERICA Credit Card

Date of Use: _____ Card Number (last four digits): _____

Purchase Amount: _____

Vendor/retailer: _____

Vendor Address: _____

Description of item or service: _____

Meeting attendees & purpose (if any): _____

Department: _____

Line Item: _____

Purchaser: _____
Signature

Printed Name: Charles A. Jones

Department Head/city manager Authorization: _____
signature

Advance Approval for purchases greater than \$500.00 – estimated cost: \$ _____

Department Head/City manager Authorization: _____
Signature

***A copy of the receipt must be attached to this form**