

Community Services of Northeast Texas, Inc.
304 E. Houston • P.O. Box 427
Linden, Texas 75563

DEBIT/CREDIT AUTHORIZATION

Date: _____ Date Charge/Debit Required: _____

<p align="center">Phone Purchase: _____</p> <p>Amount of Charge/Debit: _____</p> <p>Phone number called: _____</p> <p>Vendor: _____</p>

<p align="center">Securing Services: _____</p> <p>Hotel rooms 1st night + \$25. per room: _____</p> <p>Car rental 150% of contract: _____</p> <p>Amount of Charge/Debit: _____</p> <p>Vendor: _____</p> <p align="center">CARD MAY OR MAY NOT BE CHARGED</p>

<p align="center">Online Purchase: _____</p> <p>Amount of Charge/Debit: _____</p> <p>Vendor: _____</p> <p>Website: _____</p>

<p align="center">In Person Purchases _____</p> <p align="right">Print Name</p> <p>Amount of Charge/Debit _____</p> <p>Vendor _____</p> <p>CARD OUT _____ initial _____ date _____</p> <p>CARD IN _____ initial _____ date _____</p>

APPROVED REQUISITION MUST BE ATTACHED

Bank transfer balances verified: _____

Accounting Approval Date

Purchase / securing approval: _____

Program Approval Date

Program Approval Date

Executive Director Date

Debit/Credit Authorization Instructions

1. Complete a requisition, attaching all required back-up documentation behind the requisition form.
2. Complete a debit/credit authorization, attaching to front of requisition/back-up documents.
 - a. Circle debit or credit (credit may only be used for travel)
 - b. If phone purchase, list debit or credit card, dollar amount, vendor
 - c. If securing services, list debit or credit card, dollar amount, vendor
 - d. If online purchase, list debit or credit card, dollar amount, vendor, website
3. Have requisition signed by all parties.
4. Return requisition with attached debit/credit authorization to Accounting Clerk for signature.
5. After clerk has signed verifying availability of funds, have department head sign debit/credit authorization.
6. Return debit/credit authorization to Executive Assistant for Executive Director's signature.
7. After Executive Director has signed, see Executive Assistant for debit/credit card.
8. Return debit/credit card to Executive Assistant.
9. Return original receipts to Accounting Clerk for attachment as additional back-up documentation.