



## Employee Credit Card Request Form

### Employee Information

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Credit Card Limit Requested: \_\_\_\_\_

### Description of Credit Card Use

Please provide a detailed description of what the credit card will be used for. Include information about the types of expenses, vendors, and the relevance of these expenses to PHDC's activities and goals.

### Justification for Credit Card Use

Explain why a credit card is necessary for the expenses described above. Provide details on how it will streamline operations, enhance efficiency, or support the organization's mission.

**Supervisor Approval (if necessary)**

Supervisor Name (print name): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Finance Department Review**

Request (please check): Approved  / Denied

Type of Credit Card to be issued: Physical  / Virtual

Credit Card Limit: \_\_\_\_\_

Finance Department Comments:

Finance Department Representative (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_