

Credit Card Authorization

Type of Credit Card: (please circle) Staples Home Depot Northern Tool
Office Depot Pitney Bowes Hannaford
MasterCard Other: _____

Employee Name: _____

Department: _____

Date Issued: _____ Date Returned: _____

Authorized by:

Department Head Date

Town Administrator Date

NOTE: The Town of Waterboro is tax exempt. If taxes are charged, it will be the Department Head responsibility to have the taxes voided.

Exempt number: E80788

The Town Administrator and Department Head must provide written authorization prior to the issuance for the use of a Town credit card to a Town employee