

CREDIT CARD USAGE FORM

PERSON REQUESTING CREDIT CARD:

PERSON USING CREDIT CARD:

CREDIT CARD USED:

American Express

Citizens Bank

VENDOR NAME AND ADDRESS (if online, include website address):

:

DESCRIPTION OF PURCHASE:

AMOUNT OF CHARGES:

ACCOUNT NUMBER:

ADDITIONAL NOTES:

AUTHORIZED SIGNATURE: _____ DATE: _____

Proper authorization and account number must be filled out PRIOR to issuing a credit card. The other information may be filled out upon your return of the credit card to Central Office.