(01/14/21) 04.31 AP.2



Credit Card

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| --- | --- | --- | --- | --- | --- | --- |
| NKCES credit cards may not be lent to or used by anyone other than the employee to whom it is checked out. NKCES is exempt from paying sales tax. Employees must use the NKCES tax exempt number, as sales taxes will not be reimbursed. I agree that this card will only be used for preauthorized & allowable charges per NKCES policy. | | | | | | |
| Date & Time Out | Program | PO # | Card Issued To: | Date & Time In | Receipts  Received | Signature of  Finance Dept |
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