Credit Card Log

CDS Family & Behavioral Health Services, Inc.

Person receiving card should complete date, name, and card type columns.

Receipt for purchases must be turned in along with card. The Petty Cash custodian should complete the purchase amount, date card returned.

Petty cash and CDS credit cards should be kept in a locked cabinet or container. Keys should be restricted to persons designated by the Coordinator.

Date	Name	Card	Description	Purchase	Date Card
		Type		Amount	Returned
		7.			
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