



COLUMBIA COUNTY PATHWAYS TO RECOVERY

PO BOX 486 GHENT NY 12075

### Credit Card Authorization Form

This form should be used if the Treasurer is making a debit / credit card purchase greater than \$500.00

Before making the purchase, the Treasurer must fill out the top part of this form and secure the signature of the Vice President to authorize the purchase.

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

Vendor Name: \_\_\_\_\_

Purpose of Transaction: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_ Budget Approved Expense YES NO

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Treasurer Name: \_\_\_\_\_

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

Vice President Name: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

COLUMBIA PATHWAYS TO RECOVERY IS A COMMUNITY COMMITTED TOWARD BUILDING THE MANY PATHWAYS TO STRATEGIES AND SOLUTIONS FOR THE ADDICTION CRISIS IN COLUMBIA COUNTY, NY.

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