Houston County Commission
Post Office Drawer 6406
Dothan, Alabama 36302
Phone: 334-677-4735
Fax: 334-677-4780

Requesting Dept: _____

Dept Head's Approval: _____

Date: _____

CREDIT CARD ORDER - REQUEST FORM

Is Credit Card the only acceptable tender ? _____ Initials: _____

Is Request within Budget Limits? _____ Initials: _____

Is Company Legitimate? _____ Initials: _____

VENDOR INFORMATION

Name _____

Address _____

City _____ **ST** _____ **ZIP** _____

Fed ID#: _____

Request Date: _____

P.O. #: _____

Account Number to be charged: _____

Qty	Item Number	Description	Unit Price	TOTAL
				0
				0
				0
				0
				0
			Sub-Total	0
			Shipping / Handling	
			TOTAL	0

Date Ordered: _____

Confirmation #: _____

Accounting Manager's Signature:

_____