

Hoop Valley Tribe

Fiscal Department
Credit Card Authorization



Attach backup showing description and amount of purchase.
If amount is \$7,500 or more then attach council action sheet.

You are hereby authorized to use the US Bank credit card (USB02) for one or more of the following:

- Airline Tickets
- Hotel Rooms
- Amazon Purchases
- Other:

Description

Tribal Department Name:

Purchase Amount:

GL Account Number:

Department Manager Signature:
(Required)

Fiscal Budget Analyst Signature:
(Required)

Tribal Chairman Signature:
(Required only if \$2,500 or more)

This form must be routed through Workflow after making your purchase
along with all receipts.