

**CLAY COUNTY, TEXAS
CREDIT CARD EXPENSE SHEET**

NAME OF EMPLOYEE: _____

TYPE OF CREDIT CARD: _____

REASON FOR EXPENSE: _____

All expenses that are charged on a County issued credit card are required to provide a copy of all receipts.

LODGING:

Date	Total	EXPENSE LINE #
_____	_____	_____

FUEL:

Date	Total	EXPENSE LINE #
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER:

Date	Total	EXPENSE LINE #
_____	_____	_____

Signature of Employee

Signature of Official or Department Head