

BANK CARD REQUESTS FOR EXEMPTIONS

Department of Neighborhood Empowerment - NC Funding Program

(Please submit no less 72 hours prior to the planned expense)



Neighborhood Council: _____

Date _____

Treasurer Name: _____

Phone: _____

Email Address: _____

Vendor Name: _____

Transaction Amount: _____

Purpose of Transaction:

Please list items, services or payments to be secured with this request

Date of Board Action: _____

Vote Count Yes/No/Abstentions/Recused

Treasurer Signature & Date

2nd Signatory Signature & Date

REQUIRED DOCUMENTATIONS: The Department has the discretion to authorize bank card exemptions, on a case-by-case basis. In order to make a determination, please submit the required board approval and any other supporting documentations, as follows:

- ◇ Board Vote Count Form
- ◇ Invoice/Estimate
- ◇ Event Flyer with NC Logo
- ◇ Final Artwork
- ◇ Other

The P-card cannot be used to pay for personal services, purchase equipment for donation, or to make a contribution. Requests for exemption are to be used only when all other options are not available

For Internal use: Approval Code _____

Staff Member Approvaing/disapproving request _____ Date _____