

**FCS - PURCHASING CARD USE AUTHORIZATION FORM**

Vendor		Date	
Amount		INDEX	Percentage
Are Grant Funds Being Used?	Yes	No	
If multiple indexes were used, how did you determine the percentages?			
Description			
FOR ALL GRANT EXPENDITURES: How did the expense benefit the project? How was this item used?			
Cardholder Name		Cardholder Signature	

*Please attach all receipts and send with this form*