

Weston County WYOMING

CREDIT CARD PRE- AUTHORIZATION REQUEST

Please complete the pre-authorization request form and submit it to the Clerk's Office.

First Name: Marty Last Name: Borgialli
Department: W.C. Road + Bridge
Mailing Address: 23 County Shop Road
City: Newcastle State: WY Zip Code: 82701
Business Phone: 746-2642

Item Requested	Reason Requesting	Dollar Amount
<u>Postage - U.S. P.S.</u>	<u>Mailing fluid samples</u>	<u>Approx. \$30⁰⁰ mo.</u>

Have you checked locally Yes No

As an authorized cardholder, I understand that the card may be used for authorized Weston County business and that no personal expenses are to be charged to the card. I am responsible for all charges made against the card and I am expected to submit itemized receipts/documentation for every transaction, resolve any discrepancies, and follow proper card security measures.

M. Borgialli
Employee Signature

3-5-24
Date

Jim Hanson
Authorizing Department Signature

March 5, 2024
Date

FOR COMMISSIONERS OFFICE USE ONLY

Pre-Authorization Request: Approve Deny

Date: March 19, 2024 Vice-Chairman Signature: [Signature]

Date Submitted to Commissioners: March 19, 2024