

**Miami-Dade County
Accounts Payable/Purchasing Travel Credit Card Liaison
Fiscal Year 2013-2014**

Department/Agency/Division: _____

Approved by: _____ Date: _____

DEPARTMENT DIRECTOR SIGNATURE
(NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR NAME
(PLEASE PRINT OR TYPE)

Return by, Monday, September 16, 2013

Return to: Dania Diaz, Finance Department, 111 N.W. 1st Street - Suite 2620.

This is the individual(s) who will serve as our point of contact between the department and the Finance Department Accounts Payable Section for additional payment inquiry or P-Card Administrator(s) for additional information on the County issued credit card (i/e/ concerns, problems, issues) and/or new items related to the "Program". This individual(s) will also receive all written notifications that pertain to the County's accounts payable process or the County's Credit Card Program and the Bank's program "WORKS".

The above noted department has designated the person(s) listed below to act as the Accounts Payable or Purchasing/ Travel Credit Card Liaison(s) for the 2012-2013 fiscal year closing and the upcoming 2013-2014 fiscal year:

<u>A/P</u>	<u>&/ O R</u>	<u>P. CARD</u>	<u>&/ O R</u>	<u>T. CARD</u>	<u>NAME TYPE OR PRINT</u>	<u>*DEPT PREFIX</u>	<u>SIGNATURE* (PLEASE USE BLUE INK)</u>
_____	_____	_____	_____	_____	_____	_____	_____
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