Miami-Dade County Accounts Payable/Purchasing (P-CARD)/Travel Credit Card Liaisons Fiscal Year 2014-2015

Department/Agency/Division:

Approved by:

Date:

DEPARTMENT DIRECTOR SIGNATURE (NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR NAME (PLEASE PRINT OR TYPE)

Return by Monday, September 15, 2014

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 of disbursement matters, A/P procedural updates AND/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 AND/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 Liaison AND/OR Purchasing/ Travel Credit Card Liaison(s) for the 2013-2014 fiscal year closing and the upcoming 2014-2015 fiscal year:

PLEASE CHECK BELOW ALL THAT CORRESPOND TO EACH INDIVIDUAL

	<u>A/P</u>	<u>&/</u> <u>OR</u>	<u>P.</u> CARD	<u>&/</u> OR	<u>T.</u> CARD	<u>NAME</u> <u>TYPE OR PRINT</u>	<u>*DEPT</u> PREFIX	SIGNATURE* (PLEASE USE BLUE INK)
Ex.	\checkmark	or		or	\checkmark	John Doe	xx	John Doe
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