



**FORM NO. DPP-DOF-2017-07-01**

**Government of the Virgin Islands (GVI) Corporate Credit Cards (VISA) & Store Lines of Credit Request for Authorization & Approval**

*Instructions: Complete the information below and submit to the Department of Property and Procurement (DPP). Incomplete requests will not be processed. This form must be signed by an agency head and approved by the Department of Property and Procurement and the Department of Finance (DOF) before any agency can apply for and obtain a credit card or store line of credit.*

Date:	
Department:	
Commissioner/ Agency Head:	
Name of Card Holder/ Authorized User:	
Type of Credit Instrument Requested:	
<input type="checkbox"/> Visa Credit Card	<input type="checkbox"/> Store Credit
Name of Bank: _____	Name of Store: _____
	Store Address: _____
	_____
	_____
	Authorized Users (2 Max per District):
	(1) _____
	Name
	_____
	Position Title
	_____
	Employee No.
	(2) _____
	Name
	_____
	Position Title
	_____
	Employee No.
Credit Limit ( <b>Maximum allowed \$5,000.00</b> ):	
Anticipated Frequency of Use:	
<input type="checkbox"/> Weekly	
<input type="checkbox"/> Monthly	

Emergency Only (must satisfy 31 V.I. Rules. & Regs § 239-6, and include purchases for parts, services, and products that are immediately required for urgent unforeseen repairs in addition, this mechanism can also be used in circumstances where it is impracticable to follow the requisition process)

Other

Explain: \_\_\_\_\_

Anticipated Purchases (list all anticipated uses):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

Agency Head:

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

***By signing this form the user agency understands and agrees to the terms and conditions as stated in Title 31, Chapter 23 of the Virgin Islands Code and the rules and regulations thereunder, and policies and procedures of the Department of Property and Procurement and Department of Finance, currently in effect.***

***DO NOT WRITE BELOW THIS LINE – DPP and DOF USE ONLY***

Approved by: \_\_\_\_\_  
Commissioner, DPP

Date: \_\_\_\_\_

Disapproved by: \_\_\_\_\_  
Commissioner, DPP

Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

*If approved, DPP will forward to DOF for final approval. If disapproved DPP will return to requesting agency.*

Approved by: \_\_\_\_\_  
Commissioner, DOF

Date: \_\_\_\_\_

Disapproved by: \_\_\_\_\_  
Commissioner, DOF

Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

*DOF holds final approval, authorization is not valid unless approved by DOF, DOF will return approved/ disapproved form to user agency with copy to DPP.*