

**City of Medford**  
**Credit Card Expense Report**

*The credit card expense report must be approved by a department head, and returned along with the City's credit card to either of the following at City Hall: Kevin Doberstein, Rita Hess or Mary Sperry immediately after my return. Any invoices or receipts should be attached.*

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date Card Used	Location of Use	Amount

**Hotel/Motel Room Reservation:**     Yes     No

Department	Account #	Department Head Approval	Date of Approval