



City Treasurer's Office

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Effective September 2, 2014

AUTHORIZATION LETTER FOR USE OF COMPANY CREDIT CARDS

Dear Customers,

To ensure compliance with PCIⁱ security requirements and to provide payment options, we will now accept credit card payments with written authorization from your company. Authorization letters must meet all of the following criteria.

- The authorization letter must be presented by the person specifically named in the letter as authorized to use the credit card. The presenter must have proof that he/she is that person (e.g., picture ID).
- If the Company credit card does not carry the name of the authorized user, the signer of this letter is affirming he/she is an authorized signer and can approve use of this card.
- The physical credit card must be presented in person.
- The authorization letter must be the original (no copies, faxes or emails will be accepted) and must contain the following information:
 - The full name of the person authorized to use the credit card
 - The date the credit card is to be used. Since circumstances may dictate that the credit card transaction occurs the day before or the day after the specified date, the authorization letter will be accepted either on the date specified or one day before or after that that date. It cannot be used on multiple dates.
 - A brief description of the use of the card (e.g., pay for plan check fees for 500 Main St.)
 - The first two and last four digits of the credit card number.
 - The credit card owner's wet signature which must match the signature at the back of the credit card. A photo copy of the credit card owner's driver's license is required if the credit card does not have the card owner's signature on the back.
- The use of the letter is limited to same day transactions only and cannot be reused for another day. The letter will not be returned to the presenter.

If you need additional information, please contact Planning and Development Services, Phone: 480-312-7800, planninginfo@scottsdaleaz.gov

Thank you,

Jeffery M. Nichols, CPA, City Treasurer/Chief Financial Officer

ⁱ *The Payment Card Industry Data Security Standards Council, (PCI SSC) created by the major payment card brands (Visa, MasterCard, American Express, Discover and JCB) developed Payment Card Industry (PCI) security standards in response to the numerous security breaches occurring worldwide. PCI security standard is a set of requirements designed to ensure that ALL companies that process, store or transmit credit card information maintain a secure environment and consumers' sensitive data is protected.*