



**STATE OF GEORGIA PURCHASING CARD
AUTHORIZATION FOR PURCHASING CARD CREDIT CHECKS
ESSENTIAL DUTY**

APPLICANT/CURRENT EMPLOYEE:

I _____ understand that Georgia law requires that “a credit check shall be completed by the hiring agency on all employees to whom a purchasing card is issued prior to issue.” O.C.G.A. § 50-5-83. I also understand that, at the time of account renewal (when a new purchasing card will be issued to replace an expiring card), the Statewide Purchasing Card Policy requires a credit check for the current card holder.

I _____ understand that use of a purchasing card has been identified as an essential duty for the following position for which I am applying/or am currently employed: _____. I understand that the results of the credit check will be used to make employment decisions, including hiring, retention, promotion or reassignment.

I _____ hereby voluntarily consent and specifically authorize _____, or its authorized representative bearing this release or copy thereof, to obtain a comprehensive review of my background through a consumer report for the purpose noted above. I understand that the scope of the consumer report/investigative consumer report will include, but is not limited to, the following areas: credit history and reports, judgments and bankruptcy reports.

This authorization is given freely and voluntarily without duress or coercion and constitutes a written instruction under the Fair Credit Reporting Act.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

Name

Signature

Date

Address (Street)

City, State, Zip

Social Security Number

Date of Birth

Telephone Number