

**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**Barre City Elementary & Middle School Barre Town**  
**Middle Elementary School Spaulding High School**  
**Central Vermont Career Center**  
**July 1st, 2020**

**BUUSD Credit Card Usage Form**

Remember that the School District **does not pay sales tax**. You may need to provide a copy of our Vermont Sales Tax Exemption Certificate to the vendor. We do have to pay Rooms & Meals taxes (Hotels & Restaurants).

Please provide as much of the requested information below as possible:

Last 4 digits of Card No: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

Date of Charges: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Name of Vendor / Merchant:

\_\_\_\_\_

Total amount charged to the card: \$\_\_\_\_\_.

Please write a brief description of items purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the actual expense line that will be used to pay these charges:

1) Grant: \_\_\_\_\_ Task \_\_\_\_\_ Expense Account: \_\_\_\_\_

2) Grant: \_\_\_\_\_ Task \_\_\_\_\_ Expense Account: \_\_\_\_\_

Purchased By (Please Print): \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

\*Please return this form to Michelle Leeman in the Central Office. Additionally, please attach any supporting documents (detailed invoices, receipts, etc.) that substantiate these charges. Thank you.