

**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**Barre City Elementary & Middle School**  
**Barre Town Middle & Elementary School**  
**Spaulding High School**  
**BUUSD – Central Office**  
**July 1, 2025**

**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). By completing this form, you are certifying that the vendor does not accept Purchase Orders in lieu of payment and/or will not invoice the District directly.

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

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

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

Date of Charge(s): \_\_\_\_\_

Name of Vendor/Merchant: \_\_\_\_\_

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

Please write a brief description of items purchase:

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

GRANT: \_\_\_\_\_

Grant: Job Expense Account: \_\_\_\_\_

LOCAL FUND: \_\_\_\_\_

Expense Account: \_\_\_\_\_

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

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

**\*Please return this form to Megan Gonyaw in the Central Office. Attach the supporting documents (detailed invoices, detailed receipts, etc.) that substantiate these charges. Thank you.**