



## REQUEST TO USE DISTRICT CREDIT CARD

This form must be completed in order to expend District funds for items or services that **cannot** be purchased using a purchase order or check. Credit card use is generally restricted to payment of certain fees, including conference/workshop registration, membership dues, and payment to vendors whose only accepted form payment is a credit card. **Credit cards may only be used with currently approved vendors and their use must be approved prior to a purchase being made.** This is a payment method only— not a procurement method. Credit cards may not be used to circumvent the normal purchasing procedures, which includes pre-approval of all purchases.

REQUESTOR NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EXPENSE DESCRIPTION:	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL:</b>	_____

\_\_\_\_\_  
REQUESTOR SIGNATURE

\_\_\_\_\_  
PRINCIPAL/DIRECTOR SIGNATURE

<b>Budget Code(s) - REQUIRED</b> _____ _____ <i>(Include percentage or amount if splitting.)</i>
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\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER