

# REQUEST FOR CREDIT/CHARGE CARD

Principal approval is required prior to obtaining any school credit or charge card. School employees must complete Part 1 of this form and return it to the business office before a credit or charge card will be issued to them.

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**Part 1** Complete prior to picking up card.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Campus/ Department

\_\_\_\_\_  
Credit/Card Requested

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Event where card is to be used

\_\_\_\_\_  
Place/Business where card is to be used

\_\_\_\_\_  
Principal Signature

( ) Approved ( ) Not Approved

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Credit/Charge cards must be returned to the Central Administration Business Office within 3 business days after use. The credit card receipts must be turned in at this time also.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Signature

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**Part 2** Complete when returning card.

\_\_\_\_\_  
Card Returned

\_\_\_\_\_  
Receipts turned in

Received by \_\_\_\_\_ Date \_\_\_\_\_