



ATHENS-MEIGS EDUCATIONAL SERVICE CENTER

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Heather Wolfe, Superintendent/Teresa McGinnis, Treasurer

USE OF CREDIT CARD REQUEST/AUTHORIZATION FORM

All areas of this form must be completed prior to requesting the usage of the Athens-Meigs ESC credit card for any purpose. Both the Superintendent and Treasurer are required to sign below approving the transaction per Board Policy 6423 before the transaction is processed and payment made. Please attach supporting documentation if desired.

DATE: _____ TOTAL USD TO BE CHARGED: \$ _____

REQUEST MADE BY: _____

DEPT: _____

SUPERVISOR: _____

PAYMENT MADE TO: _____

PRODUCT/SERVICE TO PURCHASE: _____

REASON FOR CHARGE:

- Company does not offer option to bill ESC
- Lack of adequate time to make payment using another method
- Other (please specify): _____

For requests to use the credit card for lodging reservations, the requestor must sign the below statement:

I agree that I will make every effort to avoid incidental charges to the company credit card. If the company credit card should be charged for anything other than room, tax, and/or parking, I am responsible for reimbursing the ESC for the additional charges as well as any penalties incurred for such charges.

Requestor Signature _____

Superintendent's Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

Credit Card given to Employee: (Please Circle) Yes No

If Yes, the Credit Card was returned to the Treasurer on (date) _____. Treasurer's Initials: _____

Athens-Meigs Educational Service Center has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, color, faith, and national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.