BUSINESS SERVICES DEPARTMENT

Certification of Sam's Club/HEB Card Charges

(One sheet per Purchase Order-per day)

Contact Roxanne Ortega @ 755-9575 regarding lost Sam's/HEB receipts

I certify that the charges listed below and on the attached receipt(s) for

PO _____ are necessary and reasonable expenditures for the conduct of district business. I further certify that:

- All of the purchases are consistent with policies and procedures that apply uniformly to all district procurement activities and
- None of the charges listed on the attached statement were made for personal non-district use.

Receipt date	Amount	Receipt date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____

Cardholder Signature:

_____

Date:

Reviewed and Approved by:

_____

Principal/Department Administrator

_____

Date