



Temple City Unified School District Credit Card Purchase Request Form

Purchase Requestor

Print Name: _____ Site/Department: _____

Signature: _____ Date Requested: _____

Purchase Description and Business Necessity (include supplier name, cost, reference any relevant projects and the business purpose of the transaction)

Vendor/Supplier: _____

Rationale/Justification/Meeting Type/Purpose/Result:

Estimated Cost: _____ Number of Attendees (if applicable): _____

Account string(s) (required)

Fund	Resource	Goal	Function	Object Code	Location	\$ or %

Direct Supervisor (print name): _____ Signature _____ Date _____

Director of Fed/State Programs (print name): **Stacy Ayers** Signature _____ Date _____

Asst. Sup. Ed. Services (print name): **Richard Lohman** Signature _____ Date _____

Asst. Sup. Business Services (print name): **Connie Wu** Signature _____ Date _____

Instructions

The food/refreshments authorization process serves as a key control in the District's management and oversight of purchases. Should you have any questions regarding this form please discuss them with your direct supervisor.

- The purchase of food/refreshments may not be made until this form has been approved by all the above required parties.
- This form can also be use for other purchase that vendor does not accept PO or emergency need.
- Immediately following your purchase, the Foothill Credit Card that was checked out should be returned along with all original receipts to the Accounting Department to support the monthly reconciliation process. Please keep a copy of the receipt for the site/department to process Smarte req.
- All parties must adhere to the District credit card use policies. The following items are **PROHIBITED**: any item for personal use, gift cards, medical services, medical or prescription drugs, pharmaceutical products or controlled substances, firearms, ammunition, explosives, or other items considered being dangerous, alcoholic beverages, after-the-fact invoices, and unnecessarily expensive food purchases.

• Please complete all sections of this form.