



# SOUTH BEND COMMUNITY SCHOOL CORPORATION

## BUSINESS CHARGE ACCOUNT / BLANKET PO USAGE

Use this form to obtain approval to use a school or department business charge account or blanket Purchase Order (PO) belonging to SBCSC for the purpose of purchasing items for official SBCSC purposes. Fill in the form completely then submit to the school Principal/Dept. Head for review and approval. Examples of when to use this form: blanket purchase order use at grocery store (like Martin's); school charge account at local supplier (like GFS). This form needs to be completed for each trip/receipt to the store.

Requestor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Requestor's Department / Building Location: \_\_\_\_\_

Vendor/Business Name(s): \_\_\_\_\_

Item(s) to be Purchased: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated Total Amount of Request: (include all charges including shipping & handling) \$ \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Specific Fund Line(s) for Payment: (example: 24-123-4-0000-12345-12345-1234 at 50% & 24-456-4-0000-67890-67890-6789 at 50%)

### Responsibilities:

*School Principal / Department Head:* responsible for the safekeeping of all school business charge accounts. The Principal / Dept. Head is responsible for reviewing requests to use the charge account to make purchases. The Principal / Dept. Head is responsible for determining appropriateness of the purchase. Principal / Dept. Head must ensure that completed forms, receipts, and supporting documentation are sent to the Finance Department. No purchase shall be made unless funds are currently available to pay for the items upon receipt.

*Requestor:* responsible for identifying the needed items & the funding source that will pay for all charges made to the business charge account. No purchase shall be made unless funds are currently available to pay for the items upon receipt. Requestor understands that he/she is not permitted to use the business account to purchase any items not listed and approved on this form. Requestor needs to provide all receipts / documentation to the Principal/Dept. Head and/or Finance Department.

### Signatures:

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Reason: \_\_\_\_\_

Maximum Approved Amount to Spend: \$ \_\_\_\_\_

**Once complete, send a copy of this form and a copy of the SIGNED receipt & supporting documentation to:**

**ECA Funds** -> Financial Operations Budget/ECA Supervisor (currently Banitha Owens)

**General Funds** -> Accounts Payable [accountspayable@sbcsc.k12.in.us](mailto:accountspayable@sbcsc.k12.in.us)