South San Francisco Unified School District

Business Services

REQUEST TO USE DISTRICT CREDIT CARD

This is a payment method **only** to be used for items or services that **cannot** be purchased using a purchase order or check.

Credit cards may not be used to circumvent normal purchasing procedures, which include pre-approval and valid vendors

Vendor:_____ Date: _____ Vendor #: _____

Vendor Address:_____ Requestor:_____

_____ Department/Site: _____

Description of Expenditure	Actual Expense
Ex: Vendor for online class subscription accepts credit cards only	$##.##
Please attach detailed information regarding Requested Purchase and the Vendor Purchase Policy — Total Amount	$ 0.00

Charge to Budget Code: ☐ Budget Code is VALID ☐ Budget has sufficient funds

Fund	Resource	Yr	Goal	Function	Object	School	Mgmt
-	- 0 -	-	-	-	-		
-	- 0 -	-	-	-	-		

Date: _____ _____ Requestor's Signature

☐ Approve ☐ Deny Date: _____ _____ Site/Dept Administrator

☐ Approve ☐ Deny Date: _____ _____ Director of Business

Business Services Use Only
Confirmation #
Batch #