

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle & Elementary School
Spaulding High School
BUUSD – Central Office
July 1, 2026

BUUSD Credit Card Usage Form

Remember that the School District **does not pay sales tax**. You may need to provide a copy of our Vermont Sales Tax Exemption Certificate to the vendor. We do have to pay Rooms & Meals taxes (Hotels & Restaurants). By completing this form, you are certifying that the vendor does not accept Purchase Orders in lieu of payment and/or will not invoice the District directly.

Please provide as much of the requested information below as possible:

Last 4 digits of Card No.: _____

Date of Charge(s): _____

Name of Vendor/Merchant: _____

Total amount charged to the card: \$ _____

Please write a brief description of items purchase:

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Please indicate the actual expense line that will be used to pay these charges:

GRANT: _____

Grant: Job Expense Account: _____

LOCAL FUND: _____

Expense Account: _____

Purchased By (Please Print): _____

Administrator Signature: _____

***Please return this form to Megan Gonyaw in the Central Office. Attach the supporting documents (detailed invoices, detailed receipts, etc.) that substantiate these charges. Thank you.**