Wellesley Public Schools
Credit Card Use Approval Form

I request approval from the Business Office to charge the following items on the District credit or purchasing card:

Card: VISA _____ Home Depot _____

Requested by: _____ School/Dept.: _____

Vendor: _____

Amount: _____ Anticipated date of charge: _____

Description of Item(s) to be charged:

_____

Area/Location/Program where item(s) will be used:

_____

Reason for using credit card rather than purchase order:

_____

Funding Source - list account number(s) being charged. If purchase being charged to a gift fund and number is not known, please note below:

__ __
Org Object Project Code (if applicable)

_____ _____
Requestor's Signature Date

_____ _____
Budget Authority (i.e. Principal, Dept. Head) Signature Date

_____ _____
Business Office Authorized Signature Date
(Dr. David Jordan)

May 2025