

Request for Credit/Charge Card

Principal approval is required prior to obtaining any school credit or charge card. School employees must complete Part I of this form and return it to the business office before a credit or charge card will be issued to them.

PART I. Complete prior to picking up card

_____ Employee Name	_____ Campus/Department	
_____ Credit/Charge Card Requested	_____ Purchase Order Number	
_____ Event where card is to be used	_____ Place/business where card is to be used	
_____ Principal Signature	_____ Date	<input type="checkbox"/> Yes <input type="checkbox"/> No Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Not-Approved

Credit/Charge cards must be returned to the Central Administration business Office within 3 business days after use. The goldenrod copy of the purchase order with credit card receipts attached must be turned in at this time also.

_____ Employee Signature	_____ Date	_____ Business Office Signature
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Part II. Completed when returning a card

<input type="checkbox"/> Yes <input type="checkbox"/> No	Card returned
<input type="checkbox"/> Yes <input type="checkbox"/> No	Goldenrod copy of purchase order
<input type="checkbox"/> Yes <input type="checkbox"/> No	Receipts attached to goldenrod copy of purchase order

Received by: _____ Date: _____