

Credit Card Check Out and Purchase Pre-Approval

_____ has my approval to check out the School Credit Card to make purchases for _____

Fund to be paid for from _____

*Use one form for each fund purchases will be paid for from

Example: instructional supplies, food for parent/teacher conferences

Admin approval _____ Date _____

PROCEDURE TO FOLLOW:

- 1) Pre-approval from Building Admin to sign out a card from central office
- 2) After approved purchase has been made, Building Admin's initials will need to put on the receipt as well as your signature
- 3) Return the card back to Central office with signed receipts ASAP, or with-in 3 business days (we do not have many cards, and several people purchase)
- 4) No Sharing of School Cards – if a receipt isn't turned in, and the card is signed out in your name, you will be responsible for the payment
- 5) When making an On-line purchase, do not save the C.C. # for future purchases on the account
- 6) GIFT CARDS ARE AN UNAUTHORIZED PURCHASE

I have read the above procedure and understand I am personally responsible for any un-approved purchases I make.

Signature

Date

***Make a copy after completed and staple your receipt to the copy**

***Keep form and receipt copies for your records**

***Central Office will keep the original form at the time of check out**

ALL RECEIPTS TURNED IN FOR AMAZON PURCHASES MUST BE AFTER SHIPMENT. AUDIT WILL NOT ACCEPT RECEIPTS THAT SAY ITEMS NOT YET SHIPPED ON THE TOP OF THE RECEIPT.