

CREDIT CARD USE REPORT

Adoption Date: 5/13/08, 5/8/12

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When claiming expenses for more than one person, be sure to list names of each person for whom charges are made. All receipts should be itemized and attached to the credit card slips.

NOTE:

Individuals making purchases with a school credit card for which no invoices are returned to the business office shall be responsible for the payment of the purchase.

PERSON USING CARD
CARD USED CARD NUMBER
CARD DESIGNATED TO PO# DATE OF PURCHASE/TRIP
PURPOSE OF PURCHASE/TRIP DESTINATION

Table with 7 columns: PERSON USING CARD, VENDOR, SUPPLIES/EQUIPMENT, FUEL, MEALS, LODGING, OTHER. Multiple empty rows for data entry.

(If more space is needed, please use back)

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I certify that the listed charges were all the purchases made with the above-referenced credit card while in my possession. All purchases made were for and in the conduct of official business of Welch Public Schools.

Signature

Date

