

U.S.D. #362 Prairie View Credit Card Purchase Approval

School/Building:	Statement Date:
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Date	Vendor	Item Description	Reason for Purchase	Amount estimate
			Total Charges	

Account Fund (Required): _____

****Attach all receipts and use school tax exemption form**

User Signature

Approved by Building Administrator
or Department Head

****This form will need to be signed/approved by principal or department head, before an employee can pick up a card.*

approval email attached (sent by: Building Administrator , Department Head, or PDP toolbox)