Credit Card Use Form Name _____ Date

The school credit card is the LAST CHOICE option for getting something paid for. Use it minimally and with permission only. Return this completed form to Hillary WITHIN ONE DAY of your purchase. ATTACH RECEIPTS ON BACK with a PAPER CLIP. The reason we need this form completed very promptly is that the credit card bill generates substantial late fees if not paid on time. Note: If this expense was authorized by and will be paid for by Parents' Club, do not use the school credit card. You need to get reimbursed directly from Parents' Club instead.

I certify that the expenses below are correct and that all items purchased are for school use.

Employee Signature:

Date	Amount	Description
TOTAL:		

Check ONE. Use a separate form if you need more than one code. (Alternatively, be VERY CLEAR.)

Pre. supplies – normal (000898)	Library books (002889)	Special ed. materials (001483)
Pre. supplies – QRIS (000923)	Library materials (002890)	GRANT books/textbooks (001136)
TK materials (001142)	GATE supplies (002342)	GRANT instruct. supplies (001132)
Kindergarten materials (001754)	Rec materials (002608)	GRANT equipment (001133)
First grade materials (000466)	First grade field trips (000472)	Cafeteria food (000976)
Second grade materials (000467)	Second grade field trips (000473)	Cafeteria supplies (000975)
Third grade materials (000468)	Third grade field trips (000474)	FOFL food (001014)
Fourth grade materials (000469)	Fourth grade field trips (000475)	FOFL supplies (001012)
Fifth grade materials (000470)	Fifth grade field trips (000476)	Janitorial supplies (000163)
Sixth grade materials (001753)	6th student fund – services (000778)	Repairs: mat's & labor (000171)
Home study materials (001902)	6th student fund – materials (000775)	Postage (000111)
Life Lab instr. supplies (002882)	IS/HS field trips (002343)	Staff safety dollars (001131)
Life Lab maint supp (002881)	Gen. instruct/tech supplies (000465)	Office supplies (000093)