Credit Card Use Form

Name _____ **Date** _____ **Entered** ___

Return this completed form to Hillary WITHIN ONE DAY of your purchase. ATTACH RECEIPTS ON BACK with 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.

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

Employee Signature: _____ Writing your name in this box constistutes your electronic signature.

Date	Amount	Description
TOTAL:		

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

☐ **Kindergarten materials** 01-1100-0-1110-1000-4300-201-3000	☐ **K-2nd I.S. materials** 01-0000-0-1113-1000-4300-206-1103	☐ **Cafeteria food** 13-5310-0-0000-3700-4700-200-3101
☐ **First-second materials** 01-1100-0-1110-1000-4300-202-3000	☐ **3rd-6th I.S. materials** 01-0000-0-1113-1000-4300-207-1103	☐ **Cafeteria supplies** 13-5310-0-0000-3700-4390-200-3101
☐ **First-second field trips** 01-1100-0-1110-1000-5800-202-3000	☐ **I.S. field trips** 01-0000-0-1113-1000-5800-200-1103	☐ **FOFL food** 13-9055-0-0000-3700-4700-200-9055
☐ **Third-fourth materials** 01-1100-0-1110-1000-4300-203-3000	☐ **General instructional supplies** 01-1100-0-1110-1000-4300-200-3000	☐ **FOFL supplies** 13-9055-0-0000-3700-4300-200-9055
☐ **Third-fourth field trips** 01-1100-0-1110-1000-5800-203-3000	☐ **Office supplies** 01-0000-0-0000-2700-4350-200-2801	☐ **Maintenance / janitorial supplies** 01-0000-0-0000-8100-4370-200-2801
☐ **Fifth-sixth materials – regular** 01-1100-0-1110-1000-4300-204-3000	☐ **Postage** 01-0000-0-0000-2700-5915-200-2801	☐ **Repairs (labor)** 01-0000-0-0000-8100-5620-200-2801
☐ **5/6 student body fund – services** 01-9010-0-1110-1000-5800-204-3056	☐ **Life Lab supplies** 01-0000-0-1110-1000-4300-200-3009	☐ **Preschool materials - normal** 12-9010-0-8500-1000-4300-200-3020
☐ **5/6 student body fund – supplies** 01-9010-0-1110-1000-4300-204-3056	☐ **Rec supplies** 01-0000-0-8100-5100-4300-200-3010	☐ **Preschool materials - QRIS** 12-9011-0-8500-1000-4300-200-3020
☐ **GRANT books/textbooks** 01-9010-0-1110-1000-4100-200-3057	☐ **Special ed. materials** 01-6500-0-5770-3120-4300-200-1304	☐ **After care supplies** 01-0000-0-8502-5000-4300-200-3008
☐ **GRANT instructional supplies** 01-9010-0-1110-1000-4300-200-3057	☐ **Instructional technology supplies** 01-1100-0-1110-1000-4300-205-3000	☐ **Library books** 01-0102-0-1110-2420-4210-200-2391
☐ **GRANT equipment** 01-9010-0-1110-1000-4400-200-3057	☐ **GATE supplies** 01-1100-0-1110-1000-4300-208-3000	☐ **Library supplies** 01-0102-0-1110-2420-4310-200-2391

Approved By: _____ (Principal or District Office Manager Signature) Rev. Jan. 2020