

**Deerfield Community School District
Purchasing Card User Form
TO BE COMPLETED BEFORE REQUESTING TO USE THE CREDIT CARD**

Staff Name on P-Card: _____ Signature of Purchaser: _____

Instructions for credit card users are on the backside of this form.

DATE	REASON/MEMO	AMOUNT	VENDOR/SUPPLIER
		\$	
ACCOUNT CODE:		APPROVAL:	

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		\$	
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INSTRUCTIONS FOR DISTRICT CREDIT CARD USERS

1. Administrators and several other staff members have district issued credit cards for your use. Please contact the business office or your building principal to “check out” a credit card.
2. Administrator approval is required **prior** to using District credit cards. Please have shaded areas completed on the front of this form for each purchase before requesting to use a District credit card (including your own District card). Card holders will not allow their card to be used by another staff member unless the shaded areas of this form are completed prior to requesting to use the card.
3. Turn in this completed form and **original** receipts to the card holder after making the approved purchase. If you are the cardholder, keep all completed forms by all users of your card with attached receipts to turn in with the statement at the end of the statement period. Credit card statement periods are from the 6th of the month to the 5th of the next month.
4. Receipts for food/beverage purchases must include the purchase detail and not just the total.
5. All purchases (except restaurant meals) must be tax exempt. It is your responsibility to make sure you are able to make a tax exempt purchase. Be sure to stop by the service desk and ask about tax exempt status before you get in the checkout line.
6. When making purchases online, be careful that the District credit card number is not “saved” on the website after the transaction is completed.