

**JSD PURCHASE CARD REQUEST FORM**

- This form must be completed and approved by supervisor before requesting purchase card. (Mr. Cantrell's signature is not required before card checkout for classroom budget money only)
- If you are spending classroom budgets, you will get PO from office secretary. **(You do NOT need a PO request form, this form is taking its place for P-card purchases)**
- If you are not spending classroom budget money you are not required to acquire a PO, but this form must be completed and approved before checking out card.
- This request form will be kept by either Morgan, Lauren, Beth or Misty after you check out the card.
- When you are ready to return card you **must** return with PO (if classroom budget money) and signed receipt from purchases. All these items will then be attached together and ready for payment.
- All receipts must be itemized!

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P-Card # \_\_\_\_\_

PO # \_\_\_\_\_

Employee Name \_\_\_\_\_

Fund paid from \_\_\_\_\_ Classroom Budget

Details


Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

***(These must be completed before card check out)***

Superintendent Signature \_\_\_\_\_

