

SCHOOL CREDIT CARD TRANSACTION

School Credit Card Name: _____

Signature: _____

Pre-authorization Number for Purchase: _____

Store/Vendor Name: _____

Date of Charge: _____

TOTAL Amount of Charge: \$ _____

Project _____

List **401** items purchased: disposable items, bulbs, grease, paint, tools, fuses, HVAC belts, steam trap kits and grounds equipment

Budget Code: 0 - - 810 - 000 - 401 - 000 \$ _____

List **411** items purchased: plumbing supplies, ballast, HVAC gaskets, ceiling tiles, entire steam trap and motors

Budget Code: 0 - - 810 - 000 - 411 - 000 \$ _____

Attach receipt to this form (NO STAPLES PLEASE)