

Mio AuSable Schools

Credit Card Use Form

Name of user: _____

Card holders name: _____

Date(s) card taken: _____

Date card returned: _____

Purpose: _____

Signature of User: _____

Authorized by: _____

- After use, school credit cards are to be returned to the Central Office along with appropriate receipt copies of all charges.
- Credit cards may only be used for the purchase of the following:
 - Types of goods and services for District
 - Transportation for authorized trips
 - Lodging and meals for authorized trips or meeting
 - Approved supplies and equipment
- Credit cards may not be used to purchase alcohol or for personal use.
- The credit card is to be returned to the Central Office by the date specified in the authorization and be accompanied by documentation indicating the goods and services purchased, the amount(s) of the purchase, date(s) of purchase, and the District business to which each purchase relates.

COMPANY	PURCHASE(S) MADE	ACCOUNT TO CHARGE	AMOUNT