

# Region's Purchasing Card

## Approval Form

Card Ending\_\_\_\_\_

Transaction Amt\_\_\_\_\_

Receipt Date\_\_\_\_\_

Vendor \_\_\_\_\_ Receipt/Ticket/Invoice# \_\_\_\_\_

Item Description/Use of Item(s)\_\_\_\_\_

\_\_\_\_\_

Lesson Plan Attached (if applicable)

School/Department \_\_\_\_\_ Purchase Order# \_\_\_\_\_

Activity/Program \_\_\_\_\_ ATT \_\_\_\_\_ ATN \_\_\_\_\_

Specific GL Code(s) for Department/User	Amount

*Cardholder agrees to submit payment for any disallowed costs.*

Submitted by \_\_\_\_\_  
Staff Signature (*Legible*) \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Denied *If denied, check applicable reason:*

Check Attached? \_\_\_\_\_  
(Amount) \_\_\_\_\_

No itemized receipt  
Sales Tax Charged  
Purchase without prior "Required Approvals" (See below)  
Unallowable purchase: *Internet orders to unapproved vendors*  
*Unallowable use of program funds*  
Cardholder allowed others to use his/her card  
Other - Explain \_\_\_\_\_

### ***Required Approvals Prior to Purchase – Documentation Attached:***

Purchase Over \$500.00:

Purchase Order Attached

Technology Purchase: Software/Site License/Hardware (PCs laptops, printers, iPads, Slates, wireless access)

ET Services Approval Documentation Attached

Student Club Purchase:

Copy of Club Minutes Attached

Student Travel: Travel Tracker Trip Request (Must include dates of travel, destinations, trip estimator, & approvals.)

Travel Tracker Request Attached – Trip # \_\_\_\_\_

Employee Travel: *Travel must be approved prior to payment of registration.*

Leave Request Form Attached

Vendor Contract/Agreement: Charter Bus, Inflatables/Equipment/Event Rentals, Fundraiser Agreements, etc...

Approval From Legal Department Attached

**Unallowable charges without prior approval from CSFO: Rental cars, air fare, gas/fuel, internet orders.**

CSFO Approval Attached