

Madison School District Credit Card Use Request Form



Any school-related purchases must receive prior approval from the Central Office. All requests must be filed one week prior to the purchase date. Emergency or last minute requests, transactions that can be completed on account by check or PO may be denied.

IT IS STRONGLY ENCOURAGED TO PROCESS ANY AND ALL PAYMENTS THROUGH THE PURCHASE REQUISITION & ORDER PROCESS.

STAFF MEMBER INFORMATION

Staff Name: _____ Date of Application Request: _____

Department: _____

CREDIT CARD REQUEST

Please indicate below which school credit card you are requesting.

Walmart Sam's Club Membership Lowes MasterCard

Items To Be Purchased:

Items	Cost
	Total

Estimated Dollar amount: _____ Amount Not to Exceed: _____

Account to Expense: _____

Date requested to be reserved to use card: _____

Memo: _____

APPROVAL

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____