

P-CARD PURCHASING APPROVAL FORM

- **Submission Deadline:** This form, with receipts, must be received in the Business Office within three (3) business days.
- **Approval Thresholds:** Superintendent approval required for single purchases over \$1,000 and monthly over \$2,500.

TRANSACTION INFORMATION

Requestor Name:	Trans. Date:
Vendor Name:	Total Amount (\$):
Description:	

CHARGE BREAKDOWN / ACCOUNT ALLOCATION

Account Number / Funding Code	Amount (\$)

SIGNATURES & APPROVALS

Requestor Signature:	Date:
Supervisor Approval:	Date:
Superintendent Approval:	Date:
Business Manager Initials:	Date: