

Harney County SD#3

District Credit Card Use

Any use of a district credit card must be for district business as outlined in Board Policy DJFA. (For authorized district expenses only).

The district credit card may be used for a single event (trip, conference, etc.).

A complete set of receipts for each time the card is used must be submitted with this form. Food receipt must include items purchased.

Date (When)	Description (What, Where, Who, Why)	Cost (Dollar amount Account code)	Comments/account code
		Total	

Account Code(s) to fund the purchase _____

Signature _____ Date _____

Printed name _____