

Request for Use and Temporary Custody of a District Card

Directions: Complete all sections above the dashed line and submit your request to the School Business Administrator.

***NOTE:** You must pick up a tax exempt form from Accounts Payable. The school district will not be responsible for any sales tax paid.

Printed Name of Person Requesting Authorization

Credit Card Requested:

- ☐ VISA
- ☐ Gas Card
- ☐ Wegmans
- ☐ Lowes

Purpose(s) of Request & Explanation & Description of Items/Services to be purchased:

Date(s) You Request to Have Temporary Custody of District Credit Card:

Is the requested purchase backordered?: YES or NO (circle one)

Requested Maximum Dollar Value of Authorization:

\$

Account Code:

Signature of Person Requesting Authorization

My signature above indicates that I have read and understand the attached Naples CSD Credit Card Policy #5321 and Regulation #5321-R. Any authorization below is limited to specific purposes, dates, and dollar amount as listed above. I understand that I am responsible for submitting itemized receipts for all authorized purchases at the time I return the credit card. I also understand that I will responsible for any unauthorized purchases.

The Above Request is (circle one):

Approved

Denied

Signature of the School Business Administrator:

Date:

Credit Card Signed Out:

Employee Signature

Date

Accounts Payable Signature

Date

Credit Card Returned with Receipt(s):

Employee Signature

Date

Accounts Payable Signature

Date