Purchasing Card Approval Form

Vendor _____

Amount _____ **Receipt/Ticket/Inv #**_____

Purchase Order No. _____ ($500 or more)

School/Dept _____ **Activity / Program**_____
<div align="right">For Local Schools Only</div>

Specific GL Code(s) for Department/User	Amount

Cardholder agrees to submit payment for any disallowed costs.

Submitted by: _____ _____
(Cardholder Signature) **(Date)**

☐ **Approved** _____ _____
(Signature) **(Date)**

☐ **Denied**   ***If denied, check applicable reason:***
☐ No itemized receipt
☐ **Check Attached?**   ☐ Sales Tax Charged
☐ Technology purchase without prior approval
_____   ☐ Unallowable purchase (Internet orders, not allowable in Program, etc.)
(Amount)   ☐ Cardholder allowed others to use his/her card
☐ Other – Explain _____

_____

Comments _____

_____

Technology Items

Technology purchases for hardware (PCs, laptops, printers, iPads, Slates, wireless access points, etc.) and software **MUST HAVE ET SERVICES' APPROVAL.**

Attach documentation from ET services showing prior approval was obtained.