EL MONTE UNION HIGH SCHOOL DISTRICT

CREDIT CARD ORDER

All purchases must be pre-approved by the employee's supervisor. The Supervisor is responsible for ensuring that adequate budget funds are available for the purchase of item with the District Corporate Credit Card. Please submit form to Director of Purchasing.

Vendor's Name: _____

Ordered for: _____

Site: _____ **Department:** _____

NAME ON CREDIT CARD: _____ **VISA Cal Credit Card**

Quantity	Unit	Catalog	Description	Unit Price	Amount
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
				SUB TOTAL	$ 0.00
				SALES TAX	$ 0.00
				DELIVERY CHARGE	
				TOTAL ORDER	$ 0.00

Ordered By: _____ Date: _____

Principal/Director Signature: _____ Date: _____

CBO Signature: _____ Date: _____

If the purchase is over $1,500, a CBO signature will be required.

FUNDING SOURCE – Check One

- ☐ Superintendent
- ☐ Board of Trustees
- ☐ Business Department
- ☐ Human Resources
- ☐ Principal's Budget
- ☐ Title I
- ☐ Instructional Support
- ☐ Other: _____

Fund - Resource - Goal - Function - Object - Location/Sub Location -

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For Office Use Only

Pseudo: _____ Object: _____

Entered by: _____ Date: _____

Information Services Department 10/30/2017

CLEAR FORM