

CREDIT CARD USE REPORT

When claiming expenses for more than one person, be sure to list names of each person for whom charges are made. All receipts should be itemized and attached to the credit card slips.

Card Used: _____

Person Using Card: _____

Card Designated To: _____ Date of Purchase/Trip _____

Purpose of Purchase/Trip _____ Destination _____

Types of Charges

Name of Person Using Card	<u>Supplies/Equipment</u> Amount Vendor	<u>Gasoline</u> Amount Vendor	<u>Meals</u> Amount Vendor	<u>Lodging</u> Amount Vendor	<u>Other</u> Amount Vendor
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(If more space is needed, please use back of paper.)

I certify that the above-listed charges were all the purchases made with the _____ credit card while in my possession. All purchases made were for and in the conduct of official business of Gore Public Schools.

Signature

Date

NOTE:

Individuals making purchases with a school credit card for which no invoices are returned to the business office shall be responsible for the payment of the purchase.