

ALLOWABLE USES FOR DISTRICT CREDIT CARDS

The District utilizes a purchase order system to control the procurement of goods and services. As credit card purchases occur outside of the District's purchase order system, it is imperative that a pre-approval of the purchase and verification of available funds be completed prior to the ordering of goods or services. To accomplish this goal, a Credit Card Purchase Request Form is required for most charges made on a District credit card.

CREDIT CARD PURCHASE REQUEST FORM

A request form must be submitted for all credit card purchases not otherwise approved on a District Purchase Requisition or Request to Attend Form.

This form is not required:

- ***for any travel and conference charges previously approved on a Request to Attend Form***
- ***if a Requisition has been submitted to Purchasing***

*Please attach any quotes or item specifications applicable to your purchase request.

ALLOWABLE CREDIT CARD TRANSACTIONS:

- Conference registrations;
- Hotel reservations and payments;
- Transportation reservations and payments;
- Purchases from vendors that do not accept purchase orders;
- Other purchases, with prior authorization from the Chief Business Official