



P-Card Check Out Agreement

Date:	
Requestor:	
PO # of Encumbered Funds:	
Vendor:	
Purchase Max: (This total cannot exceed the PO amount)	

Description:

***Card must be returned immediately after purchase. If purchase is after close of business, card must be returned first thing in the morning to the Finance Department.

***Purchases are only to be for the specified **amount** and **items** attached. Please attach quote. If quote is unavailable, please attach approved requisition/purchase order for purchase.

*****If these guidelines are not followed, this will impact future uses of the district card.*****

Requestor Signature: _____ **Date:** _____

Finance Officer: _____ **Date:** _____

Copies to Requestor and Finance Dept. : _____ R _____ FD Date Card Returned: _____
