

SOLEDAD UNIFIED SCHOOL DISTRICT

AMERICAN EXPRESS Credit Card Request Form

The Business Department is the only division authorized by the Board of Trustees to have an American Express Credit Card Account. The AMEX Card can only be used in emergency situations, and when a purchase order is not accepted. It is prohibited to buy any type of fixed assets such as hardware and software, furniture, etc. The use of the AMEX card is only authorized by the Chief Business Official.

Requestor's Name _____

School Site or Department _____

Telephone _____ P.O. Number: _____

Quantity	Unit	Date	Description	Unit Price	Amount
SUB TOTAL					
SALES TAX					
DELIVERY CHARGE					
TOTAL ORDER					

Requester Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FUNDING SOURCE - Check One (two if paid from multiple accounts)

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Fund Resource YR Goal Function Object Sub-Object Site Program MGMT

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Business Department Use Only
Account verified and approved by CBO

Chief Business Official Approval: _____ Date: _____