SOLEDAD UNIFIED SCHOOL DISTRICT

Credit Card Request Form (CalCard)

Only Cabinet Level Officials like the Superintendent and Chief Business Official who have received training on ethics and conflict of interest are authorized to have CalCards. The CalCard is intended to be used for reservations of conferences, workshops, trainings and/or lodging and airfare travel. Prior to soliciting the use of the CalCard, the requestor must complete a "Conference Request Form," along with submitting a copy of the agenda/flyer for the event attending. An approved requisition and Purchase Order number must be issued to encumber the necessary funds.

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)

(___ ___) – (___ ___ ___ ___) – (__) – (___ ___ ___ ___) – (___ ___ ___ ___) – (___ __ __ ___) – (___ ___) – (___ ___ __)– (__ __ __ __)(___ ___ ___ ___)
Fund Resource YR Goal Function Object Sub-Object Site Program MGMT

(___ ___) – (___ ___ ___ ___) – (__) – (___ ___ ___ ___) – (___ ___ ___ ___) – (___ __ __ ___) – (___ ___) – (___ ___ __)– (__ __ __ __)(___ ___ ___ ___)
Fund Resource YR Goal Function Object Sub-Object Site Program MGMT

Business Department Use Only

Account verified and approved by CBO

Chief Business Official Approval: _____ **Date:**_____

Author: Cesar L. Vega, CBO

January 1, 2017