



GENERAL FUND PROCUREMENT-CARD - TRANSACTION FORM
Attach Receipts to this Form for Each Transaction

Purchase Date: _____

Vendor: _____

Cardholder Name: _____

Card User: _____

Phone Number: _____

Last 4 of Card: _____

Detailed Business Purpose:

Qty	Unit	Item #	Description	Unit Price	Total	Account Code

Subtotal	
Shipping	
Misc Fee	
Sales Tax	
Total	

Food for Meetings/Events

Meeting/Event Date: _____

Meeting/Event Title: _____

Provide Copy of agenda/program if applicable

Name of Attendees	Affiliation

If more attendees were present, please provide separate list

*****NOTE: AMAZON TRANSACTIONS ARE NOT ALLOWED ON DISTRICT P-CARDS*****

Ordered by: _____ Date: _____
 Staff Signature

Approved by: _____ Date: _____
 Principal/Budget Administrator Signature