COLONIAL SCHOOL DISTRICT

Credit Card (PCard) Purchase Approval Form

Please provide the information below **BEFORE** making a purchase. Please attach this sheet with your quote. Quote must include quantity requesting & item number to identify product. Form must also be signed by Budget Manager prior to being submitted to Business Office.

What is being ordered or renewed?	
What is this being used for?	
Staff member requesting item:	

VENDOR	BUDGET USED	OPERATING UNIT	PROGRAM CODE	AMOUNT
				$

Budget Manager Signature

Business Office Signature