

West Irondequoit Central School
District Office
321 List Avenue
Rochester, NY 14617

CREDIT CARD REQUEST FORM

To: James F. Brennan, Assistant Superintendent for Finance

From: _____
(NAME)

Date: _____

I am requesting to use the district credit card for the following purchase:

<u>Vendor Name</u>	<u>Budget Code to Charge</u>	<u>Total Amount</u> (must be tax exempt)	<u>Signature of Requestor</u>
_____	_____	\$ _____	_____

Brief Description of item(s) being purchased:

Brief Description of why a credit card is needed for the purchase, instead of using a purchase order:

PND#- _____

Approved Denied

James F. Brennan
Purchasing Agent
Assistant Superintendent for Finance

Date

Procedures to use credit card:

1. This form must be approved by Purchasing Agent (James Brennan) *before making the actual purchase.* (Upon approval, the form will be routed to Jackie Gavette who will match it to your PO to Chase.)
2. Process PO to Chase (WinCap Vendor #008114). Indicate on the PO that you have completed a credit card request form and attach a copy of your order back-up with your PO. **WRITE THE PND# ON THIS FORM.**
3. After the PO has been approved, you will be notified to complete the purchase.
4. After purchase is complete, send proof of purchase (receipt) to Accounts Payable.
5. Upon receipt of the item(s), please send the packing slips, any paid receipts and the signed (partial or complete) PO copy to Diane Connelly as soon as you get them and she will be able to match them with the statement every month for payment.