EL MONTE UNION HIGH SCHOOL DISTRICT CREDIT CARD ORDER (NoTax)

All purchases must be pre-approved by the employee's supervisor. The Supervisor is responsible for ensuring that adequate budget funds are available for the purchase of item with the District Corporate Credit Card. Please submit form to Director of Purchasing.

Vendor's Name	e:							
Ordered for: _								
Site:			D	epartment:				
NAME ON CRE	EDIT CARI	D:				VISA Cal Cred	it Card	
Quantity	ity Unit Catalog			Description		Unit Price	Amount	
						SUB TOTAL		
						SALES TAX		
Ordered By:				Date:		DELIVERY CHARGE		
Principal/Director Signature:				Date:		TOTAL ORDER		
CBO Signature:	***If the purchas	se is over \$1,500, a CBO	signature will be required.***	Date:				
			FUNDING SOUR	CE Chask One				
Cuparintand	ont		Human Resources		l □ Inst	ructional Support		
Superintendent Board of Trustees			Principal's Budget			Other:		
			Title I		oi			
				unction Object Location/Sub Location				
Fund	Resource]	Goal Fu	nction Obje	ect	Location/Sub Location		
For Office Use Only								
Pseudo:				Object:				
Entered by:				_ Date:				

Information Services Department 10/30/2017