



## Red Clay Consolidated School District Credit Card Request

- Credit Card usage is permitted to book **Event/Travel/Materials Purchased ONLY** after approval by The Red Clay Consolidated School District Finance Office.
- Please call/email the P-Card Coordinator, Steven Andrzejewski at 302-552-3725 [steven.andrzejewski@redclay.k12.de.us](mailto:steven.andrzejewski@redclay.k12.de.us), before using the district credit card. Information on the trip or purchase as to vendor and approximate cost will be needed.
- This form must be submitted immediately after making the reservations/purchase.
- Please attach information regarding the hotel (estimated cost, etc).
  - Regarding Hotel: Please contact the hotel and request a **3<sup>rd</sup> party credit card authorization form**. Please fill out the form with all of the information you have including confirmation numbers and email the form to Laura. Laura will have the form signed and fax it to the hotel. The fax confirmation will be sent back to you.
- **IMPORTANT NOTE:** You **MUST** submit a district approved travel request(s) to Laura Palombo for trips and conferences. Also attach any confirmation emails and printouts for hotel and/or conference. You **MUST** submit a quote, invoice or receipt for materials purchased.

Today's Date: \_\_\_\_\_ Amount Total: \_\_\_\_\_

Department/School: \_\_\_\_\_

Requester: \_\_\_\_\_

Name on Credit Card Used: \_\_\_\_\_

Name of Event/Hotel/Vendor: \_\_\_\_\_

Budget to be Charged: \_\_\_\_\_

Coding: Please fill out the department funding below for all expense charges.

Budget Reference: \_\_\_\_\_ Fund: \_\_\_\_\_ Dept: \_\_\_\_\_

Operating Unit: \_\_\_\_\_ Appropriation: \_\_\_\_\_ Program: \_\_\_\_\_

Account: \_\_\_\_\_ Category Code: \_\_\_\_\_ Loc: \_\_\_\_\_

PC Business Unit: \_\_\_\_\_ Project: \_\_\_\_\_ Activity: \_\_\_\_\_

Description of Event/Travel/Materials Purchased:

\_\_\_\_\_

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments Required for Conference or Travel:**

- \_\_\_\_\_ Approved Absence Request
- \_\_\_\_\_ Conference Information
- \_\_\_\_\_ Receipt of payment
- \_\_\_\_\_ Hotel Folio when employee returns (sent later if not available)

**Attachments Required for Purchase:**

- \_\_\_\_\_ Receipt of payment
- \_\_\_\_\_ Description/printout of purchase