

Kilgore Independent School District
Request to Use District Credit Card (P-Card)

This request should be completed in order to expend District funds that have to be paid in advance or that require electronic payment. (I.e. registrations) **REMINDER: This form needs to reach the business office prior to a credit card being used (with the exception of travel).** If you cannot obtain a vendor number that is currently on file in our system, contact the Purchasing Department prior to submitting this form.

DATE: / /

VENDOR NUMBER (Required): _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

EXPENSE DESCRIPTION:	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL

Requestor

Principal/Director

Budget Code(s) – REQUIRED

Deputy/Assistant Superintendent

Assistant Superintendent of Finance