

STAPLE RECEIPT HERE

Ross Pike County Educational Service District CARD#
Credit Card Expenditure Form

This form is to be completed after each credit card transaction in the name of Ross Pike County Educational Service District. Attach receipt to form.

Name of Credit Card User: _____

Date of Transaction: _____

Vendor: (Circle) Wal-Mart Kmart LOWES MASTER CARD

List of Items Purchased: _____

Purpose of Purchase: _____

Cost of Purchase: \$ _____ Purchase Order: # _____

I verify the purchased were made on an approved purchase and no purchases made were personal or will be for personal use.

Signature of Credit Card User

Date

Reviewed:

Signature of Supervisor

Date