



Franklin County School System

“Preparing Students for the Challenges of Tomorrow”

Credit Card Authorization

This authorizes _____ to use the district credit

Card for the purpose of: _____

Vendor _____

Anticipated charge: _____

Card checked out (Circle) VISA AMERICAN EXPRESS last four digits: _____

Date card checked out _____

Date card returned _____

Agreement: The undersigned:

- ◇ takes responsibility for the district credit card and agrees to limit use as noted above
- ◇ agrees to get a receipt for the vendor that provide supplies audit-ready backup for the expenditure

Signature of Recipient

Signature of Authorizer