CREDIT CARD CHECKOUT

School Credit Card:

The school credit card is primarily to be used for school trips. Any other use of the school credit card:

\_\_\_\_\_ Must be approved by Mr. Anderson for Checkout from Mona

 \_\_\_\_\_ Purchase Order must accompany approved request

 \_\_\_\_\_ Must be kept in the school office. CARD DOES NOT LEAVE THE OFFICE

 WITHOUT MR. ANDERSON’S APPROVAL.

Please note: If a company does not accept Purchase Orders, there must be a letter stating their policy, on file, in the administration office before approval will be given to use the credit card.