

Port Angeles School District
Procurement Card Pre-Approval Form

1. List the vendor you plan to use, items you are needing to purchase, and the account code that will be used to pay for it.
2. Sign and make sure you get your principal or supervisors approval BEFORE you make the purchase.
3. Attach the receipt to this form and return it to office.

Date ____/____/____

Card #: _____ Amount: _____ Department: _____

Vendor: _____ Phone/Web Address _____

Items Needed: _____ Account Code: ____ - ____ - ____ - ____ - ____ - ____

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Requested By: _____

Department Approval: _____ Date: _____

Principal Approval: _____ Date: _____

Allowed Purchases:

- Meeting refreshments
- Postage
- Classroom/office supplies
- Subscriptions, memberships, dues
- Travel costs (airfare, lodging, registrations, car rental, shuttles)
- Printing, copying, courier services
- Registrations fees

Disallowed Purchases:

- Personal and non-district related expenses
- Service contracts (consultants, guest speakers, performance groups)
- Repairs
- Cash or Gas-Salaries, wages, benefits
- Computers, tablets/laptops, software, printers, handheld radios, video projectors, telephones, cell phones, wireless communication devices
- Meals while on travel status-these are paid per diem

ATTACH ORIGINAL, DETAILED RECEIPTS TO THIS FORM