

**GRANT PARISH SCHOOL BOARD
CREDIT CARD USAGE**

FOR EACH CHARGE, PLEASE COMPLETE THE FOLLOWING:

DATE _____

CARD TYPE _____

NAME ON CARD _____

VENDOR _____

AMOUNT _____

CHARGE CODE _____

AUTH. SIGNATURE _____

YOU MUST ATTACH APPROPRIATE DOCUMENTATION,
SUCH AS COPY OF ORDER, AGENDA, SALES TICKET, OR HOTEL BILL.
WHEN GOODS ARE RECEIVED, SIGN RECEIVING
TICKET AND TURN IN TO ACCOUNTS PAYABLE.

BUSINESS OFFICE:

RECEIPT _____

AGENDA _____

RECEIVING TICKET _____