



Coatesville Area School District
Rich in Diversity, Committed to Excellence

Procurement Card Request

Requested by: _____ Date: _____

Vendor/Number: _____

No payments will be processed from overdrawn account codes. All necessary budget transfers must be processed prior to submitting this form to the business office for approval.

Reason/Description	Amount	GL Code

Detailed receipts and proof of payment must be provided to the business office for all purchases made using the credit card.

Administrator Approval _____ Date: _____

Business Office Approval _____ Date: _____