

OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Advocates for Children

Request for Purchase Card

1. All Directors and Administrators will be issued purchase cards.
2. Purchase cards may be issued to additional staff upon request by the Director and approval from the appropriate Administrator.
3. Make request for single transaction and monthly transaction amounts.
4. If the request is approved, the department will be requested to submit a Requisition indicating the annual amounts and accounts requested for use by the card.
5. Support personnel may process transactions on behalf of Coordinators, Directors, and Administrators.

Name of Employee _____ Date _____

Job Title _____

Department/Division _____

Based upon purchase card guidelines, describe the purchasing activity of this employee that requires the issuance of a card:

Single transaction limit request \$ _____ Monthly transaction limit request \$ _____

Director Signature

Administrator Approval

Asst. Supt. initials

Forward completed form to Director, Internal Business Services.

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FOR BUSINESS OFFICE USE ONLY

CBO Approval

Date Requisition Requested