

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **EEAD-AR(3)**  
Adopted: 5/4/82  
Readopted: 3/12/01  
Orig. Code(s): AR 7403-A, AR 7403-B, AR  
7403-C

**Procedure for Requesting Use of the District Gasoline Credit Card**

The following procedure needs to be followed for requesting use of the district's gasoline credit card:

1. Requests Originating at the Building Level

All requests originating at the building level need to be submitted on the proper request form and approved by the building principal. Once this is completed, the individual needs to submit the approved request form to the district business office which will then issue the credit card.

2. Requests Originating at the District Level

All requests originating at the district level need to be submitted on the proper request form or need to be noted as approved expenses on the district professional leave request form.

It will be the responsibility of the individual who has been issued a credit card to return the card and all receipts within one workday after the trip.

All approvals are contingent upon the district's financial limitations.

**Request Form for Use of District Gasoline Credit Card**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Account to be Charged: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Estimated Cost of Trip: \_\_\_\_\_

Individual's Signature: \_\_\_\_\_

Principal Approval: \_\_\_\_\_

USE OF DISTRICT CREDIT CARDS

Name	Group Name	Account Number	Destination	Card Issued	Date Returned	Receipts Returned