

Greater Albany SD 8J
Administrative Regulation

Code: **EEAD-AR(3)**
Adopted: 5/4/82
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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: _____

