

Vale School District 84

Code: DJFA-AR
Revised/Reviewed: 12/04; 9/10/08
Orig. Code(s): DJFA-AR

Authorization for Payroll Deduction

Pursuant to Board policy DJFA - Credit Cards and ORS 652.610(3) I, _____ hereby authorize the district to withhold from my paycheck any charges made on a district-issued credit card without prior written approval from my supervisor, or any charges not authorized by the adopted Board policy.

Signature _____

Date _____

Business Expense (Bank Card) Claim

Name _____

Time Period Covered From _____ To _____ (Inclusive)

Please list each expenditure separately. Attach receipts for all lodging and other disbursements.

Date	Item	Account Code	Auto Expense	Meals	Lodging	Transportation	Miscellaneous