



Red Clay Consolidated School District Credit Card Request

- Credit Card usage is permitted to book **Event/Travel/Materials Purchased ONLY** after approval by The Red Clay Consolidated School District Finance Office.
- Please call/email the P-Card Coordinator, Laura Palombo at 302-552-3725 laura.palombo@redclay.k12.de.us, before using the district credit card. Information on the trip or purchase as to vendor and approximate cost will be needed.
- This form must be submitted immediately after making the reservations/purchase.
- Please attach information regarding the hotel (estimated cost, etc).
 - Regarding Hotel: Please contact the hotel and request a **credit card authorization form**. Please fill out the form with all of information you have including confirmation numbers and email the form to Laura. Laura will have the form signed and fax it to the hotel. The fax confirmation will be sent back to you.
- **IMPORTANT NOTE:** You **MUST** submit a district approved travel request(s) to Laura Palombo for trips and conferences. Also attach any confirmation emails and printouts for hotel and/or conference. You **MUST** submit a quote, invoice or receipt for materials purchased.

Today's Date: _____ **Amount Total:** _____

Department/School: _____

Requester: _____

Name on Credit Card Used: _____

Name of Event/Hotel/Vendor:

Budget to be Charged: _____

Coding: Please fill out the department funding below for all expense charges.

Budget Reference: _____ **Fund:** _____ **Dept:** _____

Operating Unit: _____ **Appropriation:** _____ **Program:** _____

Account: _____ **Category Code:** _____ **Loc:** _____

PC Business Unit: _____ **Project:** _____ **Activity:** _____

Description of Event/Travel/Materials Purchased:

Manager Approval: _____

Date: _____