

# Activity Fund

## Chase Visa - Charge Card Use Report

PO # \_\_\_\_\_

All receipts should be itemized and attached to this use report

Person Using Card:

Name on Card:  Jarod Bible  Luke Hanks  Michael McGee  Kraig Sundberg  
 (check one)  Carla Ellisor (81)  Carla Ellisor (85)  Belinda Highful

Date of trip or purchase:  Destination:   
 (if applicable)

Purpose of trip or purchase:

Type of Charges:

Vendor Name:	Invoice #	Date:	Amount:	Totals:

(if more space is needed, please use back of paper)

I certify that the above listed charges were all the purchases made with the school Activity Fund credit card while in my pssession. All purchases made were for and in conduct of official business of BBPS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Any purchases made with the school's credit card in which no invoices/receipts are returned to Central office or the tip and/or sales tax are charged, that I will be personally responsible for the repayment of these charges.

Employee initials: \_\_\_\_\_

Proj	Func	Obj	Prog	Subj	Job	Site
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