

General Fund

PO # _____

Bank of America - Charge Card Use Report

All receipts should be itemized and attached to this use report

Person Using Card: Name on Card: Carla Ellisor Belinda Highful Johnnie Hopson Lindsey Gaston
(check one) Jarod Bible Michael McGee Kraig Sundberg Luke HanksDate 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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