

LIBERTY PUBLIC SCHOOL DISTRICT NO. 53
REQUEST FOR A TRAVEL & EXPENSE PURCHASING CARD

Use this form to request a Travel & Expense Purchasing Card. The form should be completed, signed by the appropriate administrator, and sent to the Purchasing Card Coordinator in the Business Office.

Date: _____

Employee Name: _____
(Please Print)

Building or Work Location: _____

Department: _____

Departure Date: _____

Return Date: _____

Reason for Travel: _____

Anticipated Card Pick Up Date: _____

BUDGET CODE for Expenses: _____

Employee Signature: _____

Administrator Signature: _____

Purchasing Card Coordinator Use Only:

Date Card was Issued: _____ Date Card was Returned: _____

Card Number Issued: _____