



CREDIT CARD FORM LPC/TRAVEL

NAME ON CREDIT CARD: _____	AMOUNT OF TRANSACTION: _____
GROUP NAME: (CAMPUS ONLY) _____	LAST 4 DIGITS OF CARD: _____
VENDOR NAME: _____	TYPE OF CARD: (CIRCLE) <u> LPC/TRAVEL </u>
TRANSACTION ID #: (OPTIONAL) _____	CARD SHOULD BE KEPT IN A SAFE AND SECURE PLACE AT ALL TIMES.

CREDIT CARD GUIDELINES

PURCHASES: LPC purchases exceeding \$500, must include prior approval from Purchasing. Attach approval e-mail thread from Purchasing to the credit card transaction.

TAXES: Provide a Sales Tax Exemption form to the vendor. **PISD does not pay for sales tax of any kind.** You will be personally responsible for reimbursing the district if sales tax is included on receipt.

RECEIPTS: You are responsible for bringing all detailed receipts and card **UPON YOUR RETURN.** Receipts must be legible, itemized, and detailed. Overnight travel with students requires a student roster.

GRATUITY: **10%** subtotal before delivery fee **Food Delivery for Catering/Meetings/Events**
15% Meals (Dine in Only)

MEALS: The below rates should be used as a guide when providing meals

To be eligible for	You must leave before	Or Return after
Breakfast \$10	7:00 AM	7:00 AM
Lunch \$15	11:00 AM	2:00 PM
Dinner \$20	4:00 PM	6:00 PM

OUT OF STATE TRIPS: Include Board Approved Minutes and/ or Out of State approval form

****Failure to follow the guidelines above will result in personal responsibility for the purchase and you will be required to reimburse Pasadena Independent School District.****

The individual using this card has read, understands and will abide by the above rules and LPC and Travel Manuals

★ **PRINT NAME:** _____ **SIGNATURE:** _____ **DATE:** _____

NO ELECTRONIC SIGNATURE

WHY ITEMS ARE BEING PURCHASED? (DETAILED STATEMENT): _____

WHO IS THIS PURCHASE FOR? (PROVIDE INDIVIDUAL(S) NAME(S)): _____

WHAT IS BEING PURCHASED? _____

WHEN IS THIS EVENT? _____

WHERE IS THIS EVENT BEING HELD? _____

LOCATION NAME

CITY

STATE

COMPLETE BELOW IF MEALS, ADMISSION, OR BOTH WERE PURCHASED:	# OF PARENTS/
# OF STUDENTS: _____ # OF STAFF: _____	CHAPERONES/NON-EMPLOYEE: _____

TO BE COMPLETED BY THE BOOKKEEPER/SECRETARY

****865 FUNDS REQUIRE MINUTES/SIGNATURES****

TRANSACTIONS MUST BE CODED/SUBMITTED BY THE 10TH OF THE FOLLOWING MONTH

ACCOUNT CODE: _____	AMOUNT: \$ _____
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ACCOUNT CODE: _____	AMOUNT: \$ _____

ALL FIELDS MUST BE COMPLETED INCLUDING THE SIGNATURE LINE

Pasadena Independent School District is exempt from payment of Texas sales and use tax under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Article 20.01 (F) 4) Tax Exemption Number 74-6001850