

**LAUREL-CONCORD-COLERIDGE SCHOOL**  
**CREDIT CARD AUTHORIZATION FORM**

I/We request the use of an LCC School district credit card for the following activity:

ACTIVITY DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF ACTIVITY/TRAVEL: \_\_\_\_\_

ACTIVITY LOCATION: \_\_\_\_\_

STAFF MEMBER(S)/SPONSOR(S)/COACH(ES): \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_

I have read, understand, and accept the following guidelines and requirements associated with authorized use of the LCC School district credit card:

- Authorized user(s) will sign their own name for all charges and on receipts.
- All credit card charges must be documented with an itemized receipt. Charges without itemized receipts will be the financial responsibility of the authorized user(s).
- When calculating restaurant tips, the maximum tip allowed will be 15%. Any tip charges in excess of 15% will be the financial responsibility of the authorized user(s).
- No personal-use items, including alcohol, shall be purchased using the school district credit card. Any such charges will be the financial responsibility of the authorized user(s) and will result in disciplinary action.
- Charges to the school district credit card may only be made for the following authorized purchases (initials indicate authorization):

MEAL EXPENSES

Any meal expenses in excess of stated limits will be the financial responsibility of the authorized user(s).

\_\_\_\_\_ Breakfast/Lunch (Staff Member/Sponsor/Coach/Student) Limit - \$10.00 person/meal

\_\_\_\_\_ Supper (Staff Member/Sponsor/Coach/Student) Limit - \$15.00 person/meal

OTHER EXPENSES

\_\_\_\_\_ Fuel for School Small Vehicle (Vehicle # \_\_\_\_\_)

\_\_\_\_\_ Parking Fee

\_\_\_\_\_ Fuel for School Bus (School Bus # \_\_\_\_\_)

\_\_\_\_\_ Other (See Comments)

Comments: \_\_\_\_\_

SIGNATURE(S): \_\_\_\_\_

DATE: \_\_\_\_\_

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ASSIGNED CREDIT CARD (LAST 4 DIGITS): \_\_\_\_\_

AUTHORIZED USER(S): \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATOR/CENTRAL OFFICE SIGNATURE

\_\_\_\_\_  
DATE

DATE CREDIT CARD RETURNED: \_\_\_\_\_

ITEMIZED RECEIPTS VERIFIED: \_\_\_\_\_