**BRAZOS SCHOOL FOR INQUIRY & CREATIVITY**

District Tax ID #31-1608946

Accounts Payable & Bill to Address:

410 Bethel Lane

Bryan, TX 77802

Ph: 979-775-2152 Fax: 979-774-5039

# CREDIT CARD USE REQUEST

DATE: _____ LAST FOUR DIGITS ON CARD _____

Employee: _____

Vendor: _____

Address: _____

_____

| PURPOSE |
|---|
| ☐ PLANNED INSTRUCTION |
| ☐ OFFICE SUPPLY |
| ☐ TEACHER SUPPLY |
| ☐ JANITORIAL SUPPLY |
| ☐ BUILDING REPAIR |
| ☐ OTHER: _____ |

| CAMPUS |
|---|
| ☐ 001-BRYAN |
| ☐ 102-TIDWELL |
| ☐ DISTRICT |

| QUANTITY | DESCRIPTION AND ITEM # | UNIT PRICE | TOTAL AMOUNT |
|---|---|---|---|
| | | | |
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| | |
|---|---|
| SUB-TOTAL | |
| SHIPPING/DELIVERY | |
| TOTAL | |

The District Administration Office places all orders unless there are special circumstances – but Approval will still be needed for all orders regardless of amount.

Turn in packing slips and any invoices that you may receive to District

Instructions or circumstances; (please check one box)

☐ The credit card will be used by requesting employee at vendor location or website

☐ There are no special circumstances, please place order.

☐ There are special circumstances and this order will be placed by: _____

Comments: _____

_____

| The order has been placed by: | |
|---|---|
| ☐ Fax | ☐ Online |
| ☐ Mail | ☐ Phone |
| ☐ Store | ☐ e-mail |

By: _____

Date: _____

_____ _____ _____ _____

Originator Date Department/Campus Supervisor Date

_____ _____

Superintendent Date

Revised 9/1/2018