**BELLEVILLE HENDERSON CENTRAL SCHOOL**

**CREDIT CARD REQUEST**

Employee Name:

I request use of the: **Community Bank, N.A**.

(PLEASE CIRCLE APPLICABLE CARD)

Date(s) to be used:

Date to be returned:

Use of the Belleville Henderson Central School District credit cards is authorized only for school business related expenses while on official school business. Use of the credit card is strictly prohibited for any other purposes. The credit cards shall not be used for personal use and will be considered abuse of the card. Abuse of the credit card privilege or disregard for the agreement guidelines may result in personal liability and is grounds for disciplinary action, which could include dismissal.

I have read, understand and agree to the use of the Belleville Henderson Central School credit card.

Reasoning:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Administrative Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

------------------------------------------------------------------------------------------------------------

Date of Card Issue:

Issued by: **Marisa K. Riordan**

Date of Return of Card: