

## CREDIT CARD PURCHASE RECEIPT

Instructions: Use this form to attach purchase receipts for orders received using the MUSD credit card. Reconcile the information on this form with your monthly billing statement, sign and date the form, and submit it with the billing statement to the approving official.

**ATTACH CREDIT CARD PURCHASE SLIP HERE:**

ACCOUNT NUMBER TO BE CHARGED:

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NOTE: These funds are subject to audit by the District's independent auditor and are required to meet justification. **Justification must be sited.**

Justification:

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APPROVED: SITE ADMINISTRATOR / PRINCIPAL

Purchases charged to **RESTRICTED RESOURCES** must be pre-approved by the Director or Coordinator of each project prior to submitting to accounts payable.

Approved: Director / Coordinator of program

Date