Midway Independent School District ▪ 13885 Woodway Drive ▪ Woodway, Texas 76712

DISTRICT CREDIT CARD TRANSACTION FORM

DATE:

Last 4 Digits of Credit Card:
Request From:
Campus:
Department:
Organization:

EACH TRANSACTION	DESCRIPTION *(Please give complete description of transactions.)*	TOTAL	RECEIPTS	
			Transaction	Itemized
1	*Example - Perishable food items for labs or Refreshments for Staff Meeting*		*Y*	*Y*
	TOTAL AMOUNT	0.00		

BUDGET CODE	AMOUNT
TOTAL AMOUNT	0.00

Originator	Dept/Principal/Coordinator Approval	Business Office Approval