

JENKS PUBLIC SCHOOLS: P-CARD STATEMENT OF AUTHORITY

Employee: _____ **Employee #:** _____

The P-Card is to be used for the following types of expenditures that relate to ones employment at Jenks Public Schools. This authorizes use as checked (approved) below only.

- Airlines and Other Transportation Services
- Auto/Vehicle Rental
- Hotel/Motel
- Retail /Website Sale
- Telephone or Mail Order
- Other _____

Transactions per day _____

Monthly cycle limit _____

Single Purchase limit _____

Transaction limit _____

Supervisor _____	Date / /
Employee _____	Date / /
By: _____ <i>Chief Financial Officer/Director of Purchasing or Accounting</i>	Date / /