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
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00

SUB-TOTAL	$0.00
SHIPPING/DELIVERY	
TOTAL	**$0.00**

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