

MAINE TOWNSHIP HS DISTRICT 207
 1177 S. Dee Road
 Park Ridge, IL 60068
 (847) 696-3600
 Fax (847) 696-3254



P-Card Pre-Approval Form
 Required for purchases of \$500 and over

P-card purchases of \$500 and over should have the Principal/Asst. Principal & Department Chair signatures prior to the purchase. During reconciliation in the JP Morgan SmartData System, attach this signed form to the Expense Report for which it applies; one form may be used for multiple transactions.

Cardholder Name: _____ **Date:** _____

School: _____

| Description of Item(s) | Reason for Purchase | Vendor Name | Expected \$ Amount | Account Number |
|------------------------|---------------------|-------------|--------------------|----------------|
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Department Chair Signature: _____ **Date:** _____

Principal/Asst. Principal Signature: _____ **Date:** _____

District Office: Acct # _____ **Balance** _____ **Credit Limit** _____ **Date:** _____

This form needs to be approved by District before purchase is made to make sure funds are available.