Park County School District No. 6 **DJB - E2**

Credit Card Check Out Log

Cardholder:_____ **Office Location:**_____

Department:_____ **For The Period:**_____

Check Out To:	Date Checked-Out	Estimated Amount	Date of Returned	Description/Business Purpose:	Budget/Account Code:

Cardholder Signature:_____ **Authorizing Signature:**_____

Date:_____ **Dept/Title:**_____

Adopted: 11/18/13