



Waukegan Community Unit School District #60  
 Lincoln Center for Educational Services  
 Office of Business and Financial Services  
 1201 N. Sheridan Road, Waukegan, IL 60085  
 Telephone: 224-303-1158

## District Credit Card Expenditure Form

### PLEASE NOTE

This form must be **COMPLETED** in its entirety and the district credit card **RETURNED** directly to the Manager of Financial Planning and Research as soon as you complete the requested Credit Card (CC) transaction.

Because of the frequency of the use by various district offices **NO** exceptions can be granted for extended timeframe for use.

Requested By: \_\_\_\_\_ WPS60 Badge Number \_\_\_\_\_  
PRINT NAME

Authorized Signature of Account Manager \_\_\_\_\_ Date \_\_\_\_\_

Associate Superintendent's Level Approval (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Goods and/or Services	Vendor Name and Number	Exact Amount	District account number for Charge Back of CC Use
<b>EXAMPLE:</b> Airline Tickets (R. Jones/S. Lopez)	Southwest Airlines 1058689	\$857.43	1.08.0.000000.00.0000.0000.00
<b>Purchased Services</b>			
<b>Purchased Services</b>			
<b>Equipment</b>			
<b>Other</b>			

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