



Hayfield Community Schools

9 Sixth Avenue SE, Hayfield, MN 55940

<http://www.hayfield.k12.mn.us>



Mission: *To provide a safe learning environment that prepares, challenges, and inspires students for life*

CREDIT CARD USE FORM

DATE: _____

NAME: _____

VENDOR: _____

| | |
|---------------------|--|
| Account Code | |
| | |
| | |
| | |

| Quantity | Unit | Description | Unit Price | Total |
|----------|------|-------------|--------------|-------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | Total | |

SUPERINTENDENT APPROVAL: _____ **DATE:** _____

**All purchases placed on the school credit card must be pre-approved.
Receipts must be returned with the credit card within 24 hours of purchases.**