

MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
REQUEST FOR PURCHASE WITH CREDIT CARD

SCHOOL: _____

Reason for Request:

Description & Estimated Amount of Items to be Purchased:				
Alias	Quantity	Est. Price	Extension	
_____	_____	_____	_____	
_____	_____	_____	_____	
Total – Maximum Amount of Purchase				

AUTHORIZED PURCHASER
(PRINT NAME): _____
SIGNATURE: _____
DATE: _____

BUDGET CODES CHARGED	FUND	FUNC.	OBJECT	SCC	SUBJECT	OU

AUTHORIZATION
To Whom It May Concern:
The above named individual is authorized to use the Milford Schools' Master credit card solely for the purchase of the above listed item(s), and is limited to the total amount indicated above. The Authorized Purchaser's signature above should be matched to the signature on the credit card slip, and the authorizing Principal's signature below should be matched to the signature on the reverse side of the credit card. The Authorized Purchaser can be verified by calling Fifth Third Bank 579-6757 between the hours of 10 AM and 5 PM, Monday through Friday.
Approved: _____
Principal

TAX EXEMPTION
To Whom It May Concern:
The Board of Education of the Milford Exempted Village School District is a statutory corporation created by RC 3313.17, and as such is recognized by both the Internal Revenue Service and the State of Ohio as a tax-exempt organization. All of the various public schools within the District are governed by the Board and by virtue of this governance are also entitled to the same tax exemption. Our tax exemption number is 31-6000880.
Deborah Caudle, Treasurer