



educational service center
of Central Ohio

Purchasing Card Form

Teacher Name _____ Amount of Purchase \$ _____

- Original receipt must be taped to 8.5 x 11 sheet of paper, face up so that all information is showing (DO NOT STAPLE)
- Tape at top of receipt because the form is scanned in the portrait layout
- DO NOT wrap the receipt around the 8.5 x 11 sheet of paper
- If receipt is longer than the paper, it may be cut and taped to as many sheets of paper as needed
- DO NOT tape on the back side of the paper
- DO NOT tape the receipt so that the edges are hanging off the paper
- Tape carefully because some tape causes the print to disappear on the receipt

If receipts are not mailed and received at the ESCCO office by the last day of the month, your purchasing card and privileges may be taken away.

Contact Susan Cronin at 614.542.4106 with any questions. Thank you!