



2323 N. Broadway, Room 109, Santa Ana, California 92706-1640
Purchasing Services • Phone (714) 480-7370 • Email: Purchasing@rsccd.edu

HOME DEPOT ID CARD - Authorization for Payment

Note: Supporting receipts or packing slips with manager approval must be submitted to Accounts Payable within 3 business days of purchase. **[All fields are required.]**

Purchase Date: _____

Purchased By: _____

Department: _____

Phone: _____

Blanket P.O. #: _____

Last 5 Digits of Card #: _____

AMOUNT: _____

Indicate Store # or Online: _____

ATTACH ITEMIZED RECEIPT

Please Staple
Original Receipts
Here

Brief Description of Items / Project: _____

Management approval:

I have inspected all items purchased. All items have been verified on the attached receipts and are required for District purposes. All items have been received by the appropriate department. I authorize payment.

Manager Name: _____

Dept / Location: _____ Phone: _____

Manager Signature: _____

Date: _____