



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

HOME DEPOT ID CARD - Check Out Log

Department Name: _____

The **Manager / Supervisor** is responsible for ensuring that all cards are secured in a locked environment when not in use. Cards should be checked out only when needed and returned in a timely manner.

The **Employee** is responsible for ensuring the security of the card while it is in their possession.

Prior Approval from a manager / supervisor is required to make purchases online or Out Of Area stores.

	CHECK OUT CARD				PRIOR APPROVAL - MANAGER or SUPERVISOR			RETURN CARD		
	Date Check-Out	Last 5 Digits Card #	PO #	Employee Signature	Online Y / N	OUT OF AREA Y / N	(YES ONLY) Manager / Supervisor Approval Signature	Date Returned	Employee Signature	Manager or Designee Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										