**ANNA INDEPENDENT SCHOOL DISTRICT**
**CREDIT CARD STUDENT MEALS REQUEST**

This form is used to request authorization to purchase meals for students traveling to school-sponsored activities using a district-issued JPMorgan credit card. A credit card will be checked out to the requestor which can then be used to purchase student meals at the district-approved student meal rates shown below.

Event: _____

Location: _____ Requestor: _____

Departure Date and Time: _____ Return Date and Time: _____

Exclude any meals that are provided as part of an event or hotel stay. Breakfast is typically not provided on the first day of travel unless it is part of a scheduled stop in the trip. Staff members traveling with students on non-overnight trips receive meals at the student rate and should be included in the request.

_____Breakfasts X $7 per day $_____
_____Lunches X $8 per day $_____
_____Dinners X $10 per day $_____
TOTAL AUTHORIZED $_____

The name of the requestor and each student for which meals are being purchased must be provided. Students must sign documenting the purchase of meals on their behalf. Additional roster sheets may be attached as necessary. The completed roster should be returned to Accounts Payable with a copy of the itemized restaurant receipt and associated purchase order for payment authorization. Credit cards and associated paperwork should be returned no later than the first school day following the trip.

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