

Reagan County ISD

1111 Twelfth St.
Big Lake, Texas 76932

915-884-3705 (Central Office)
915-884-3021 (fax)

Authorization To Charge Purchase at Local Vendor:

This form is to be filled out by school personnel and taken to the local vendor indicated. At the time of purchase, have the store personnel sign at bottom. Then bring back this form with the ticket to the business office. This form must accompany the invoice or Reagan County ISD will not be responsible for payment. Failure to return this signed form with the ticket could result in your forfeiting the right to charge at local vendors.

_____ **Big Lake Wildcat**
_____ **T&C Village Market #19**
_____ **Blake's Auto Parts**
_____ **Dollar General**
_____ **Other: _____**

Name of School: _____ **Date:** _____

Department: _____

Budget Code: _____

Charged By: _____

Items to be purchased:

Authorized By: (Administrator) _____ **Date:** _____

Cashier _____ **Date:** _____