

# CEDAR HILL ISD

## GAS CARD CHECK OUT SHEET

Checked out to: \_\_\_\_\_

Event: \_\_\_\_\_

Destination: \_\_\_\_\_

Date card issued: \_\_\_\_\_ Date card returned: \_\_\_\_\_

Type of vehicle: \_\_\_\_\_ (Bus, Van, Expedition)

By signing this form you agree that the purchase is strictly for CHISD business and use in a CHISD vehicle only.

\_\_\_\_\_  
Employee's Signature  
(Blue Ink Only)

\_\_\_\_\_  
Administrator's Signature  
(Blue Ink Only)

**THIS ORIGINAL FORM, COMPLETED AND SIGNED, BROUGHT TO THE BUSINESS OFFICE (rental cars), ATHLETIC OFFICE (buses and vans) OR SUPPORT SERVICES (Expedition) TO PICK UP A GAS CREDIT CARD.**

**GAS CREDIT CARD MUST BE RETURNED IN PERSON TO THE APPROPRIATE OFFICE WITH IN TWO (2) BUSNIESS DAYS OF CHECK OUT DATE.**