



# Snoqualmie Valley

## School District #410

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065  
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svds410.org

### Statement of Authority

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Last 4 Digits on Travel Card: \_\_\_\_\_

Date: \_\_\_\_\_

Credit Limit **\$3,000**

Daily Limit **\$1,500**

Transaction Limit **\$1,500**

**Cash Advance**                      NO

**Use by Telephone**            \_\_\_\_\_ Yes, self-approval  
   \_\_\_\_\_ Yes, only with prior written approval by supervisor  
   \_\_\_\_\_ Not authorized

**Use by Fax/Mail**                \_\_\_\_\_ Yes, self-approval  
   \_\_\_\_\_ Yes, only with prior written approval by supervisor  
   \_\_\_\_\_ Not authorized

**Use by Internet**                \_\_\_\_\_ Yes, self-approval  
   \_\_\_\_\_ Yes, only with prior written approval by supervisor  
   \_\_\_\_\_ Not authorized

**In person**                        \_\_\_\_\_ Yes, self-approval  
   \_\_\_\_\_ Yes, only with prior written approval by supervisor  
   \_\_\_\_\_ Not authorized

**Merchant Limits**                \_\_\_\_\_ As set forth by Board Policy and Administrative Regulations  
   \_\_\_\_\_ Authorized and Approved Vendors Only as approved by direct supervisor  
   \_\_\_\_\_ Authorized and Approved Vendors Only as approved by Purchasing Supervisor

**I understand that itemized original receipts for all purchases are required and must be approved by my direct supervisor. The employee is responsible for retaining all packing slips and warranty information.**

**I understand that the approved Travel Documentation Form, with original receipts, is due to Accounts Payable in accordance with Board meeting Accounts Payable cut-off schedule.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Supervisor

\_\_\_\_\_  
Date

Return this application to:  
District Business Office  
8001 Silva Ave SE, PO Box 400  
Snoqualmie, WA 98065