

PURCHASING CARD TRANSACTIONS

Documentation, Accounting Allocation, Fiscal Approval

INSTRUCTIONS: **Complete a separate form for each purchase.** Attach the original receipt directly to the back of the form with tape, or attach the receipt to a separate sheet of paper with tape and staple the sheet to this form. Submit the form and receipt to your reconciler.

PURCHASING CARD INFORMATION				
Card Name (as it appears on card)				
Card Number (last four digits only)				
Reconciler's Name				
PURCHASER INFORMATION (FROM SIGN-OUT LOG or CARDHOLDER RECORDS)				
Purchaser's Name				
Purchaser's Phone Number				
RECIPIENT INFORMATION (IF DIFFERENT THAN PURCHASER)				
Recipient's Name				
Recipient's Phone Number				
PURCHASE DETAILS				
Purchase Date				
Merchant Name				
Describe Purchase and provide brief explanation of the intended use/need.				
ACCOUNTING ALLOCATION INFORMATION				
Bus Area	Int Order	GL Account	WBS	Amount
Purchaser and Approval Signatures				

Signature of Purchaser
Date

Authorized Fiscal Approver for Account (s) Charged
Date