



Purchasing Card Account Summary

Credit Card Number: _____

Statement Date: _____

Card Holder Name: _____

Card Holder Signature: _____

Department I.D.	Account Code	Amount
_____	714900	\$ _____
_____	714900	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Total	\$ _____

Instructions:

List the department I.D. to which the purchasing card charges are to be applied. Account code of 714900 will be used for all card purchases except when otherwise requested. The total dollars must equal the "New Balance" amount on the card statement. Send the original to Accounting Services and a copy with all invoices to Purchasing.

Detach and retain Department Copy for your files.

Approved by: _____
Budget Manager

Posted by: _____
Accounting