

Billing Date _____

Reconciler Initial _____ Date _____

Approver Initial _____ Date _____

Office Use Only

PURCHASING CARD RECEIPT FORM

- Remember to provide a signed, itemized receipt.
- All receipts smaller than an 8^{1/2} X 11 sheet of paper must be taped to an 8^{1/2} X 11 sheet of paper.
- Paperclip all receipts to the back of this form
**** DO NOT USE STAPLES ****

The following information is required for auditing purposes:

CARDHOLDER: _____

Account Info: _____

Please also list the account holders name if it is not your account.

Faculty UFID: _____
UFID associated with account number

Vendor: _____

Total: _____

Vehicle number (if applicable): _____

Boat Name (if applicable): _____

Detailed Description of Purchase: _____

Justification for Purchase: _____

Faculty/designee approval _____

For Office Use Only

Category Code _____

Account Code _____

Tag Number _____