

PURCHASING CARD – INTERNAL USE

Date of purchase: _____

Requested by:

_____	_____
Print Name	Requestor's signature

Business purpose (required): _____

Vendor Name: _____

AMOUNT OF PURCHASE _____ Attach receipt/confirmation

Order placed by: _____

Date

Distribution of charges:

Default Account # _____	Object code _____	Sub-object code _____	Name of Account: _____
			Amount _____

Other Account # _____	Object code _____	Sub-object code _____	Name of Account: _____
			Amount _____

Other Account # _____	Object code _____	Sub-object code _____	Name of Account: _____
			Amount _____

Authorized Account Signature Authority: _____

Date

Additional Signature Approval: _____

Date

Completed form on _____	By _____	_____
Date		Cardholder

*This completed form and receipt/confirmation must be submitted with the cardholder's Statement of Account by the 15th of each month for the preceding month to the Controller's Office.