

**PURCHASING CARD**

**REIMBURSEMENT**

Attach receipt (use tape) below or on the reverse side of this form.

Vendor \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Name of person making the purchase: \_\_\_\_\_ School/Dept \_\_\_\_\_

Account No: \_\_\_\_\_ Total \$ \_\_\_\_\_

Description: \_\_\_\_\_

Account No: \_\_\_\_\_ Total \$ \_\_\_\_\_

Description: \_\_\_\_\_

Credit Card  \_\_\_\_\_ (last four) WEX  \_\_\_\_\_ (card #) Home Depot  Walmart  Personal Card or Cash

Approval: \_\_\_\_\_