

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 _____ WEX _____ Home Depot Walmart Personal Card or Cash
(last four) (card #)

Approval: _____