

P-CARD SUMMARY FORM

Statement runs from the 6<sup>th</sup> through the 5<sup>th</sup> of each month

Summary due by the 10<sup>th</sup> of each month

Cardholder: \_\_\_\_\_

Credit card No: XXXX XXXX XXXX \_\_\_\_\_ (last four digits only)

Building: \_\_\_\_\_

Statement Date: \_\_\_\_\_

Transaction Date	Vendor	Purchase Description	Purpose of Purchase	Amount	P.O. Number	Receipt Attached (X)
			<b>Total Charges (Must match Statement)</b>	\$		

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_