

Purchasing Card – Invoice Record

Please tape a receipt for one credit transaction to the space below. Please tape the perimeter of the receipt, but do not over the print. Do not fold the receipt to make it fit in this space. If the receipt will not fit below, tape it to an 8.5 x 11 sheet of paper. Use a paper clip to attach additional sheets to this Invoice Record cover sheet – no staples please.

Cardholder's Name _____

Signature _____

Today's Date _____ Date of Purchase _____

Vendor _____

Item(s) Purchased _____

Amount of Purchase _____

Project to be Charged _____

Travel Authorization # (TA) _____ (needed for conferences or international travel)

State Vehicle # _____ (needed for auto and boat fuel, repairs, parts, and tolls)