

Gadsden County School District PROCUREMENT CARD RECEIPT FORM

Attach the receipt to this page. Use only **ONE RECEIPT** per page. Receipt must include a date. This form and receipt must be submitted within **3 days** of purchase to Stephanie Brown-Byrd in the Finance Department.

Cardholder Name: _____

Vendor Name: _____

Amount: _____

Date: _____

Items Purchased: _____
(Examples: lab supplies, equipment, and purchased services)

Purpose of Card Charges: _____

If the cost center is a federal project, describe how the purchase supports the Federal Program: _____

Gasoline:

If State vehicle: Tag # _____

If Rental Car on Travel: Contract # _____

Cost Center for Expenditure

Fund	Function	Object	Center	Project	Program

I certify that all information is factual and accurate, that the attached documentation represents payment for charges that have been received, and that these are appropriate expenditures in accordance with the funding source.

Cardholder Signature: _____ **Date:** _____

Reviewed and Approved by: _____ **Date:** _____