

Gadsden County School District PROCUREMENT CARD RECEIPT FORM

Attach the receipt to this page. Use **ONE FORM** per receipt. Receipt must include a date.

Cardholder Name: _____

Vendor Name: _____

Amount: _____

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

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's Signature: _____ **Date:** _____
Card User's Signature _____ **Date:** _____