PROCUREMENT CARD ENVELOPE

Name on P-Card _____

Name of P-Card Holder_____ Date_____

This envelope should be used to keep all backup information for each purchase.

Fill out information according to the online print out for your account-then enclose report in envelope.

Return to Central Office by the 10th of each month.

Statement Date	Date of Purchase	Vendor	Amount of Purchase	Purchase Description	PO#	Acct. #
		SHEET PURCHASE TOTAL				

Cardholder:_____ Supervisor:_____