

Purchasing Card Training



JORDAN
SCHOOL DISTRICT

Purchasing and Accounting Departments

Overview

The Jordan School District has implemented the U.S. Bank Visa Purchasing Card Program to facilitate the purchase and payment of small dollar purchases under \$2,000. **The main purpose of this program is to establish a more efficient, cost-effective method of purchasing small dollar items.**

The U.S. Bank Purchasing Card carries corporate, not individual liability.

Accounting will pay the monthly invoice for all purchases. You should never pay the bank. Use of the card does not impact your credit rating.

The purchasing card is a unique card. It is similar to any other Visa Credit Card, except it includes controls to ensure that the card is used for specific commodity purchases and within specific dollar limits. Improper card use will result in cancellation and disciplinary action, which could result in termination of employment.

Built-in Restrictions

★ Vendor Types: Some vendor's have been “blocked” from usage based on their Merchant Category Code (MCC).

★ Cardholder Single Purchase Limit: This limit restricts the amount of any single purchase to \$1999 (yours may be different depending on what was on your application). **It is against policy to split transactions to stay under this single purchase threshold.**

★ Cardholder Monthly Spending Limit: This limit is the maximum dollar amount authorized for a cardholder within a 30-day period. Our billing cycle is from the 7th to the 6th of each month, unless the 6th is a Saturday, Sunday, or holiday.

Policies and Procedures

- ★ The Purchasing Card is **NOT** intended to avoid or bypass appropriate purchasing or payment procedures.
- ★ The card is not to be used for personal use.
- ★ You are responsible for the security of your card and the transactions made with it. The card is issued in your name. The card is not to be “loaned” out for others to use – this is VISA Bank and JSD policy.
- ★ Dispute any transactions. Call US Bank if your card is lost, stolen, or if you notice fraudulent charges on your account.
- ★ Responsible to stay within budget(s).

Acceptable Card Use

- ★ Educational supplies
- ★ Subscriptions, seminars, membership dues
- ★ School supplies, books
- ★ Building maintenance supplies
- ★ Office supplies (i.e. Office Depot, Staples, Office Max)
- ★ Small tools
- ★ Postage

Unacceptable Card Use

- ★ **Personal use.**
- ★ Any item exceeding budget or card limit.
- ★ Any merchant or product normally considered to be inappropriate use of district funds.
- ★ Cash advances.
- ★ Liquor.
- ★ Entertainment.
- ★ 1099 expenditures.
- ★ **Fixed Asset purchases.**
- ★ **Gas for your personal car.**
- ★ Stock items available through district warehouses.
- ★ **Splitting transactions to stay under the single purchase limit.**



Cardholders Responsibilities

- ★ Sign the back of card once received and always keep in a secure place.
- ★ Immediately notify U.S. Bank Customer Service (1.800.344.5696) and the **District Card Technician (Kris Wishart, 801-567-8708)** if your card is lost, stolen or there is fraud on you card.
- ★ Dispute any unauthorized purchases.
- ★ Complete monthly reconciliation.
- ★ Get required approvals.
- ★ Stay within budget.
- ★ **Keep a copy of receipts and reconciliation for audit purposes.**
- ★ Call Accounting, 801-567-8389 with any P-Card statement questions. Call Kris Wishart, 801-567-8708 with any P-Card questions.



Sample Receipts

- Good Example



A good receipt displays the following things:

- An itemized list of transactions
- The vendor name
- Date and time of purchase
- Last four numbers of the p-card used
- Verification that the transaction is tax exempt (either the words "tax exempt" or the tax exempt ID)

Sample Receipts

- Be sure to print a receipt for online purchases

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FRED PRYOR SEMINARS **CAREERTRACK** ASK LIVE! CLICK HERE TO CHAT

Order Confirmation

Thank you Kurt! Your order was processed successfully. Your order number is 20-1609357. An e-mail will be sent to you shortly confirming your transaction.

Return to Home Page

[Confirmation Print](#)

Order Information

Order By Information

Mr Kurt A. Prusse
7905 S Rowwood Rd
West Jordan, UT 84088-4001

Billing Address

Mr Kurt A. Prusse
7905 S Rowwood Rd
West Jordan, UT 84088-4601

Billing Information

Credit Card Tax Exemption Number:
Last 4 Digits: 7880 119300590003tc

Order Summary

Type	Item	Quantity	Students	Unit Price	Total Price
📎	Advanced Microsoft® Excel® on 12/14/2012 at Salt Lake City, UT Event Number: 133834	1	Mr. Kurt A Prusse	US \$99.00	US \$99.00

Cart Totals: US \$99.00
Subtotal: US \$99.00
Tax: US \$0.00
Shipping: US \$0.00
Cart Total: US \$99.00

Buyer Satisfaction Guarantee | Policies and Security | FAQ
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www.pryor.com/et_SCOrderPComplete.asp?site=20&OrderID=1609357 1/1

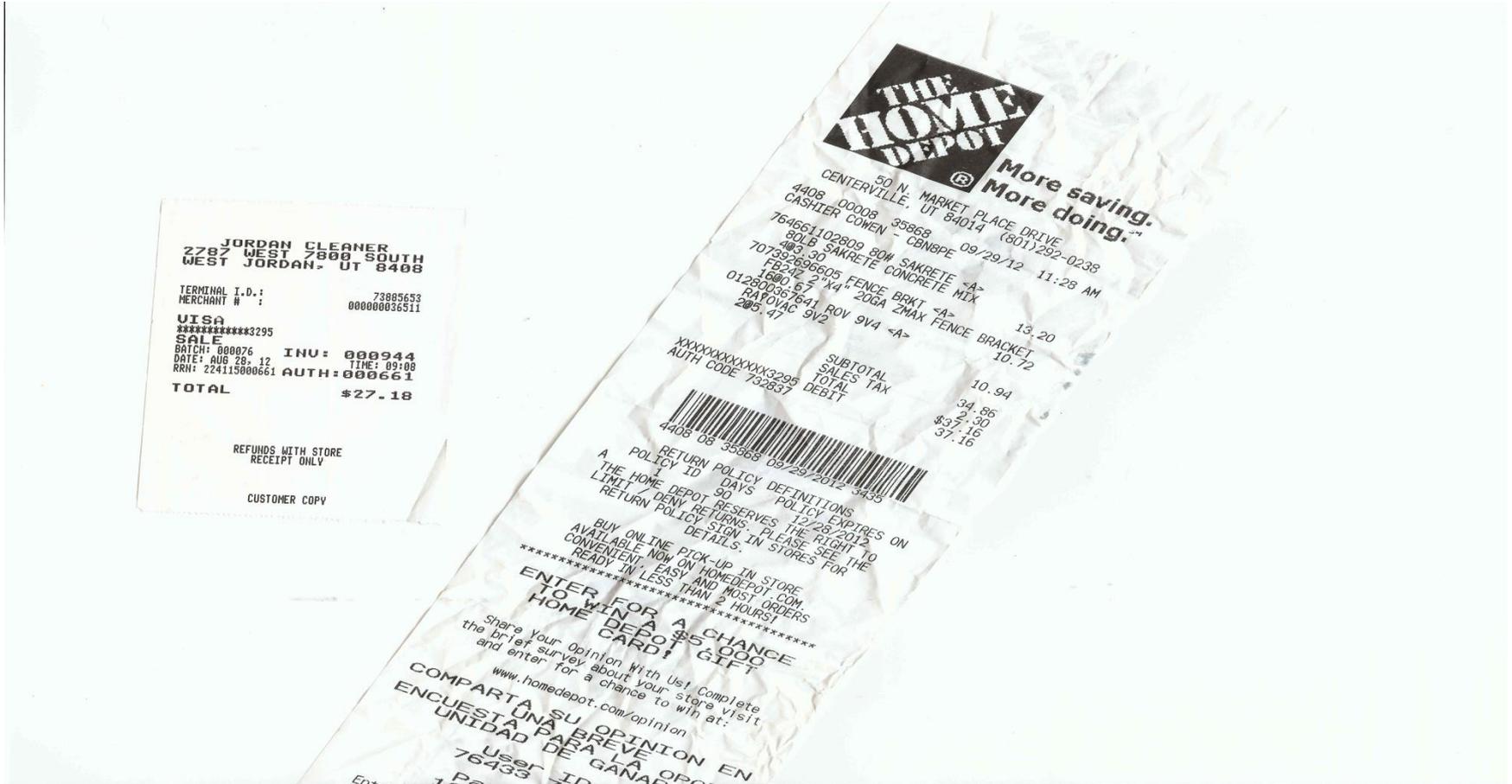
Sample Receipts

- **Bad Example**



Sample Receipts

- Bad Example





Service Call Ticket

Service Call No: 153514
 Technician: AL HURST
 Equip No: 25149
 Serial No: GLQ26217
 Make/Model: CANON IR 5570
 Bill Code: TIME + MATERIALS

Customer: AUXILIARY SERVICES - ACCOUNTING
 Contact Name: CINDIE CLAWSON
 Address: _____
 City: _____ Zip: _____
 Contact Phone: 801-826-5341

Description:		Failure Type
<u>EO10</u>		<u>T4</u>
Service Date	Assist Tech	Meter Readings
<u>10-21-10</u>	_____	Black _____
Dispatch Time	Begin Odom	Color _____
<u>7:25</u>	_____	Total <u>158618</u>
Arrival Time	End Odom	
<u>7:50</u>	_____	
Compl Time	Total Mileage	
<u>8:25</u>	<u>16</u>	

- Phone Support
- PM Performed
- On Site
- Shop
- Call Status
- Complete
- Incomplete
- Needs Parts

Work Performed / Reason for Incomplete:
REPLACE PAPER PATH DRIVE MOTOR

Parts Used / Needed	Item Number	Item Description	Qty	Unit Price	Ext. Price
<input checked="" type="checkbox"/> Installed <input type="checkbox"/> Order	<u>FK2-0902</u>	<u>MOTOR</u>	<u>1</u>		
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					
<input type="checkbox"/> Installed <input type="checkbox"/> Order					

Automated Business Products (ABP) warrants all labor as described in the "work performed" area, for a period of five working days. ABP will also warranty all parts excluding consumables, which includes drums, fuser rollers, toner and developer, for a period of thirty working days.

Customer agrees that Automated Business Products (ABP) will have the first right of repossession on any parts or supplies placed in the copier if payment is not met. Customer further agrees to pay all collection costs and attorney's fees until balance is paid in full.

Parts / Supplies	
Trip Charge	
Labor	<u>2.0 HRS</u>
Sub Total	
Tax	
Total	

Technician Signature: Al Hurst
 Customer Signature: Patti Melly

Did you know we service and sell supplies for HP Laser Jet printers?

A Service Call Ticket can't be used as a receipt.

How to activate card

- Call the number located on the sticker
- Listen to prompts carefully, but should be as follows:
 - Enter Card Number
 - Enter Zip Code of your specific location
 - Press 1
 - Enter Last 4 Digits of your Social Security Number
 - Enter your office phone number
 - Press 1
- Your card is now activated!



US Bank Access Online

<https://access.usbank.com>

Instructions:

- Click “Register Online”
- Enter Organization Short Name “jsd” (you will use this each time you log in).
- Account Number = Your card number
- Enter Account Expiration Date from your card
- Click “Register This Account”
- Accept Terms and Conditions
- Create a unique username and password (alphanumeric, no spaces, no symbols).
- Complete personal information and security questions

Monthly Reconciliation Process

- From a web browser, go to <https://access.usbank.com>. Enter the Organization Short Name as **jsd**. Enter your **user id** and **password**, and select **login**.

The screenshot shows the U.S. Bank Access Online login interface. At the top, it says "U.S. Bank Access® Online" and "Our Payment Products". The main heading is "Welcome to Access Online!". Below this, there is a "Contact Us" and "Login" menu. The login form includes a "Please enter the information below and login to begin." instruction, followed by input fields for "Organization Short Name:", "User ID:", and "Password:". A "Login" button is present, along with links for "Forgot your password?", "Register Online", and "Website/Browser Requirements". The footer contains the slogan "All of us serving you™", copyright information "© 2013 U.S. Bancorp", and technical details "RD41.00b38.0 col 9 01-04-2013 10:17:59 CST".

U.S. Bank Access® Online

Our Payment Products

usbank. Welcome to Access Online!

Contact Us
Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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RD41.00b38.0 col 9 01-04-2013 10:17:59 CST

The following screen will appear. Select **Transaction Management**.

U.S. Bank Access® Online Jordan School District

Our Payment Products [Logout](#)



Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

Message(s) from Access Online

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

.....

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

.....

Message(s) from U.S. Bank

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As of January 1, 2013, the QST will be calculated directly on the selling price, not including the GST. The QST will increase from the current rate of 9.5% to 9.975%. If you have questions, please contact our Canadian Access Online Helpdesk at 877-332-7461.

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À compter du 1er janvier 2013, la TVQ sera calculée directement sur le prix de vente, sans inclure la TPS. La TVQ passera de son taux actuel de 9,5 % à 9,975 %. Si vous avez des questions, veuillez contacter notre bureau d'assistance en ligne Canadian Access au 877-332-7461.

.....

Language Selection:
[American English](#) ▾

Account Activity
Select an Account

One card
*****7368
DEBBIE OLDHAM

All of  serving you™

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Select **Transaction List** to go between previous cycle transactions and open current cycle transactions. Select **View Previous Cycle** to work with transactions purchased before the on or before the 6th (or end date) of the last month. Select **View Pending Transactions** to work with transactions in the current billing cycle. There is a drop down menu on the next page, so you can toggle between cycles no matter which of the two options below you choose.

The screenshot shows the U.S. Bank Access Online interface. At the top left, it says "U.S. Bank Access® Online". At the top right, it says "Jordan School District" with links for "Our Payment Products" and "Logout". Below this is the "usbank." logo and the heading "Transaction Management". A left-hand navigation menu includes "Transaction Management" (with a sub-link for "Transaction List"), "Account Information", "Reporting", "My Personal Information", "Home", "Contact Us", and "Training". The main content area features a "Transaction List" link with a description: "View, review, allocate/reallocate and add comments to transaction information." Below this are two sub-links: "View Previous Cycle" (described as "Presents the Transaction list for the previous cycle.") and "View Pending Transactions" (described as "Presents the pending transactions list."). At the bottom left is the slogan "All of us serving you™" and "© 2013 U.S. Bancorp". At the bottom right, technical details are listed: "R041.00b38.0 col 9 01-04-2013 09:39:21 CST".

Once within a transaction list you can select different billing cycle close dates here. However, after the 20th of each month, the ability to change data for the latest cycle is removed. You can view previous months but not change the data.

U.S. Bank Access® Online Jordan School District
Our Payment Products Logout

usbank **Transaction Management**
Card Account Summary with Transaction List

Transaction Management
• Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: *****7368, DEBBIE OLDHAM
Card Account ID: 412296000380
» Trans List

[-] Card Account Summary

Account Number: ...7368
Account Name: DEBBIE OLDHAM
Billing Cycle Close Date: All

Open Account

- All
- Open
- 12/06/2012
- 11/06/2012

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 11 of 11
Check All Shown | Uncheck All Shown

On the far right of each transaction is the default accounting code assigned to you. You can either select each transaction one at a time or choose **Check All Shown** to do all transactions at once. Each transaction must be selected, either individually or collectively, even if the default account code is correct, in order to enter a description of what was purchased and change the account code when needed.

U.S. Bank Access® Online Jordan School District
Our Payment Products Logout



Transaction Management

Card Account Summary with Transaction List

Transaction Management

- [Transaction List](#)
- Account Information**
- [Reporting](#)
- [My Personal Information](#)

[Home](#)

[Contact Us](#)

[Training](#)

Card Account Number: *****7368, DEBBIE OLDHAM
Card Account ID: 412298000380

[Trans List](#)

[-] Card Account Summary

Account Number: + ...7368
Account Name: DEBBIE OLDHAM
Billing Cycle Close Date: Open Search Print Account Activity

+ Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 7 of 7

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		Pending	01/02	01/03	GODADDY.COM	480-5058855, AZ	\$240.52	II	491536016		10E08094002890610
<input type="checkbox"/>		Pending	12/20	12/21	LAVENDER HILL	914-771-4001, NY	\$495.00	II	01550003		10E08094002890610
<input type="checkbox"/>		Pending	12/12	12/14	DRUIDE INFORMATIQUE INC.	MONTREAL, QC	\$1,230.00	II			10E08094002890610
<input type="checkbox"/>		Pending	12/12	12/12	AMAZON.COM	AMZN.COM/BILL, WA	\$189.75	II	111-4427880-31170		10E08094002890610
<input type="checkbox"/>		Pending	12/06	12/10	HP HOME STORE	888-999-4747, CA	\$19.65	III	H124984111-1		10E08094002890610
<input type="checkbox"/>		Pending	12/06	12/07	DICE CAREER SOLUTIONS	888-321-DICE, IA	\$1,155.00	II	908081		10E08094002890610
<input type="checkbox"/>		Pending	12/06	12/07	DOUBLERADIUS INC	7049276082, NC	\$60.26	II	VSJOA127CFAF7049276082		10E08094002890610

D Disputed A Reallocated II, III Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

Reallocate
Mass Reallocate
Approve
Pull Back

Once the “Check All Shown” option is selected, checks should appear in each box to the left of each transaction. Select **Reallocate** to change account codes and enter descriptions of what was purchased on each transaction.

U.S. Bank Access® Online Jordan School District
Our Payment Products Logout

usbank **Transaction Management**
Card Account Summary with Transaction List

Card Account Number: *****7368, DEBBIE OLDHAM
Card Account ID: 412296000380
▶ Trans List

[-] Card Account Summary

Account Number: ...7368
Account Name: DEBBIE OLDHAM
Billing Cycle Close Date:

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 7 of 7
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Co
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	01/02	01/03	GODADDY.COM	480-5058855, AZ	\$240.52	<input type="checkbox"/>	491536016	
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	12/20	12/21	LAVENDER HILL	914-771-4001, NY	\$495.00	<input type="checkbox"/>	01550003	<input type="button" value="A"/>
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	12/12	12/14	DRUIDE INFORMATIQUE INC.	MONTREAL, QC	\$1,230.00	<input type="checkbox"/>		<input type="button" value="A"/>
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	12/12	12/12	AMAZON.COM	AMZN.COM/BILL, WA	\$189.75	<input type="checkbox"/>	111-4427880-31170	<input type="button" value="A"/>
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	12/06	12/10	HP HOME STORE	888-999-4747, CA	\$19.65	<input type="checkbox"/>	H124984111-1	
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	12/06	12/07	DICE CAREER SOLUTIONS	888-321-DICE, IA	\$1,155.00	<input type="checkbox"/>	908081	
▶ <input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending	12/06	12/07	DOUBLERADIUS INC	7049276082, NC	\$60.26	<input type="checkbox"/>	VJSJOA127CFAF7049276082	

Disputed Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

Change account codes as necessary and enter descriptions of what was purchased on each transaction. **Account codes should have a space between each segment (e.g. 10 E 123 0050 1090 610)** and descriptions should be as complete as possible to avoid questions about what was purchased. Once all account codes and descriptions are entered, select **Save Allocations**.

U.S. Bank Access® Online Jordan School District
Our Payment Products Logout

usbank Transaction Management
Reallocation Worksheet

Transaction Management
Transaction List
Account Information Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: *****7368, DEBBIE OLDHAM
Card Account ID: 41220900380

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	WHAT WAS PURCHASED (100)	Favorite
<input type="checkbox"/>	01/02/2013	GODADDY.COM	\$240.52	Add Alloc	10 E 080 9400 2890 610		Add as Favorite
<input type="checkbox"/>	12/20/2012	LAVENDER HILL	\$495.00	Add Alloc	10 E 080 9400 2890 610		Add as Favorite
<input type="checkbox"/>	12/12/2012	DRUIDE INFORMATIQUE INC.	\$1,230.00	Add Alloc	10 E 080 9400 2890 610		Add as Favorite
<input type="checkbox"/>	12/12/2012	AMAZON.COM	\$189.75	Add Alloc	10 E 080 9400 2890 610		Add as Favorite
<input type="checkbox"/>	12/06/2012	HP HOME STORE	\$19.65	Add Alloc	10 E 080 9400 2890 610		Add as Favorite
<input type="checkbox"/>	12/06/2012	DICE CAREER SOLUTIONS	\$1,155.00	Add Alloc	10 E 080 9400 2890 610		Add as Favorite
<input type="checkbox"/>	12/06/2012	DOUBLERADIUS INC	\$60.26	Add Alloc	10 E 080 9400 2890 610		Add as Favorite

[Remove Trans](#) [Save Allocations](#)

[<< Back to Transaction List](#)

All of us serving you™

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The screen will show “Request has been successfully completed.” The Transaction List will remove all spaces in the account code and the description to save space. If everything appears correct, select **Print Account Activity**.

U.S. Bank Access[®] Online Jordan School District
Our Payment Products Logout

usbank Transaction Management
Card Account Summary with Transaction List

Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: *****7368, DEBBIE OLDHAM
Card Account ID: 412296000380
Trans List

Request has been successfully completed.

[-] Card Account Summary

Account Number: ...7368
Account Name: DEBBIE OLDHAM
Billing Cycle Close Date:

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 7 of 7
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		Pending	01/02	01/03	GODADDY.COM	480-5058855, AZ	\$240.52		491536016		10E08094002890610 JordanDistrictDomainName3yearPurchase
<input type="checkbox"/>		Pending	12/20	12/21	LAVENDER HILL	914-771-4001, NY	\$495.00		01550003		10E13658171090670 ObserverTabOnlineSoftware-MajesticElemCSIPTech2012-13Purch
<input type="checkbox"/>		Pending	12/12	12/14	DRUIDE INFORMATIQUE INC.	MONTREAL, QC	\$1,230.00				10E13658171090670 TypingPatOnlineSoftware-HerrimanElemCSIPTech2012-13Purch
<input type="checkbox"/>		Pending	12/12	12/12	AMAZON.COM	AMZN.COM/BILL, WA	\$189.75		111-4427880-31170		10E08094002890610 HDMtoVGAwithAudioSupport-KanexATVPro-InstructionalSupport
<input type="checkbox"/>		Pending	12/06	12/10	HP HOME STORE	888-999-4747, CA	\$19.65		H124984111-1		10E08094002890610 HP14"PortableComputerSleeve-MH
<input type="checkbox"/>		Pending	12/06	12/07	DICE CAREER SOLUTIONS	888-321-DICE, IA	\$1,155.00		908081		10E08094002890610 ClassifiedJobsPostingsforTechnologyDepartment
<input type="checkbox"/>		Pending	12/06	12/07	DOUBLERADIUS INC	7049276082, NC	\$60.26		VSJQA127CFAF7049276082		10E08094002890610 CableConnectorsforUBNTRockets-RonBird-Networking

Disputed Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

Print, sign, date, and submit this report with original receipts to Accounting by the 19th of each month. Please submit as early as possible so Accounting does not get overwhelmed on the 19th. Remember that the system does not allow data changes after the 20th.



Cardholder Activity

Name: KURT A PRUSSE Account Number: **7880 Cycle End Date: Open

Be sure the cycle end date has an actual date and does not say open.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
09/17/2012	RADIO SHACK	\$35.18	USD	35.18
09/18/2012	00125765 WEST JORDAN, UT	\$35.18	10 E 087 9850 2590 610	
09/21/2012	FRED PRYOR CAREERTRACK	\$99.00	USD	99.00
09/24/2012	800-556-3012, KS	\$99.00	10 E 087 9850 2590 610	
09/25/2012	OFFICE MAX	\$59.86	USD	59.86
09/27/2012	WEST JORDAN, UT	\$59.86	10 E 087 9850 2590 610	

Double check for correct account codes and a transaction description.

Activity Totals \$194.04 Purchases \$194.04 Payments \$0.00

Cardholder Name: _____ Signature: _____
 Supervisor Name: _____ Signature: _____

Summary

The Purchasing Card is designed to be simple and easy to use, providing you with the materials needed to perform your job more quickly and efficiently. However appropriate controls must be maintained to ensure the ongoing success of the program.

Random audits will be conducted for card activity.



As we continue to improve the way we conduct business, your feedback is important!

Thank you!

