

**GSW State University
Purchasing Card Accounts Summary**

Department:	_____		
Cardholder Name:	_____	Email	_____
Cardholder Signature:	_____		Date: _____
Extension Number:	_____	Card #:	_____ (last 4 digits)

INSTRUCTIONS

1. Summarize charges by account number and Department ID #. The total MUST equal the "New Balance" amount on the card statement.
2. Forward statement and original receipts to Procurement.

Fund _____ / **Dept. ID** _____ / **Program** _____ / **Class** _____ / **Grant** _____

	<u>Acct.#</u>	<u>Charges</u>	<u>Credits</u>
Bookstore Expense	702100	\$ _____	(\$ _____)
Motor Vehicle Expense	712100	\$ _____	(\$ _____)
General Supplies & Materials	714100	\$ _____	(\$ _____)
Repairs & Maintenance	715100	\$ _____	(\$ _____)
Rentals	719100	\$ _____	(\$ _____)
Advertising	727103	\$ _____	(\$ _____)
Freight	727107	\$ _____	(\$ _____)
Subscriptions	727109	\$ _____	(\$ _____)
Testing	727110	\$ _____	(\$ _____)
Film Processing	727112	\$ _____	(\$ _____)
License Fees	727116	\$ _____	(\$ _____)
Software	733100	\$ _____	(\$ _____)
Printing	742100	\$ _____	(\$ _____)
_____	_____	\$ _____	(\$ _____)

SUB-TOTALS: \$ _____ (\$ _____)

TOTAL CARD ACTIVITY: \$ _____

Approved by: _____	Date: _____
Budget Manager	