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 GL statement.
2. Forward statement and original receipts to Procurement.

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

	Acct.#	Charges	Credits
Materials Mgmnt. Stock	141000	$_____	($_____)
Purchases for Resale	702100	$_____	($_____)
General Supplies & Materials	714100	$_____	($_____)
Repairs & Maintenance	715100	$_____	($_____)
Rentals	719100	$_____	($_____)
Registration (by approval only)	727110	$_____	($_____)
Subscriptions	727120	$_____	($_____)
Other Operating Expense	727100	$_____	($_____)
Advertising	727250	$_____	($_____)
Advertising (positions)	727225	$_____	($_____)
Software	733100	$_____	($_____)
Printing	742100	$_____	($_____)
Motor Vehicle Expense	712100	$_____	($_____)
Library _____	8432__	$_____	($_____)
_____	_____	**$ _____**	**($_____)**

SUB-TOTALS: $ 0.00 ($ 0.00)

TOTAL CARD ACTIVITY: $ 0.00

Approved by:_____ Date: _____
Budget Manager