

# Purchasing Card Account Summary

Department: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Statement Date: \_\_\_\_\_

## INSTRUCTIONS

1. Summarize charges by account number and object code.  
The total MUST equal the "Total Activity" amount on the card statement.
2. Make copy(s) for your files.
3. Attach bankcard statement and original receipts

Fund	Funct	S	Cost	Sub Ct	Proj ID

	Object Code	Amount
Motor Vehicle Expense	712100	\$
Supplies & Materials	714100	\$
Repairs & Maintenance	715100	\$
Rents (other than Real Estate)	719100	\$
Other Operating Expenses	727100	\$
Publication & Printing	742100	\$
Non-Inventory Equipment	743100	\$
Other (do not use for equipment to be inventoried)		\$

Approved by: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Purchasing