



CHARGE INFORMATION

Date _____

Card Type _____

Name on Card _____

Vendor _____

Amount _____

Charge Code _____

Auth. Signature _____

REQUIRED DOCUMENTATION

You must attach appropriate documentation, such as copy of order, agenda, sales ticket, or hotel bill. When goods are received, sign receiving ticket and turn in to Accounts Payable.

Required documentation checklist

Copy of order / sales ticket / hotel bill attached

Agenda attached, if applicable

Receiving ticket signed and turned in to Accounts Payable, when goods are received

BUSINESS OFFICE USE

<i>Document</i>	<i>Received / Verified</i>	<i>Date</i>
Receipt	_____	_____
Agenda	_____	_____
Receiving Ticket	_____	_____