

Starting Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

DEPARTMENT NAME:			CARDHOLDER NAME:		CARD ADMINISTRATOR NAME:		LAST 4 – DIGITS OF CARD #
Date	Time Out	Time In	Employee name and Signature	Vendor	Purchase Description/ Business Purpose	G/L Account #	Total Purchase Amount
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				
			Printed:				\$
			Signed:				

Reconciled By \_\_\_\_\_

Approved By \_\_\_\_\_

**NOTES:**

- All purchases must comply with all Seminary policies
- All purchases over \$2,500 are subject to the purchase order process
- All purchases must have a detailed business purpose described
- All purchases must have an **itemized** receipt or a **Missing Receipt Affidavit**
- All food purchases must be supported by a **P-Card Food Purchase Form**
- Only printing services not provided by 5<sup>th</sup> & Broadway may be charged to card

**RESTRICTIONS:**

- No personal items, services, or gift cards
- No travel or gasoline (except on travel cards)
- No building supplies or equipment over \$250 (except AP or Operations cards)
- No Computers or peripherals over \$250 (except AP or Technology cards)
- No gifts, awards or employee events (except President's or IA cards)
- No firearms or ammunition (except Security card)