

Name: _____

Last 4 digits of Card Used: _____

Instructions: Charges must be separated by the businesses charged to and then if applicable to different programs.

Charge 1 **Office Program Code:** _____

Name of Business: _____ Date of charge: _____

Amount Charged: \$ _____ For what Program: _____

Item(s) charged: _____

Charge 2 **Office Program Code:** _____

Name of Business: _____ Date of charge: _____

Amount Charged: \$ _____ For what Program: _____

Item(s) charged: _____

Charge 3 **Office Program Code:** _____

Name of Business: _____ Date of charge: _____

Amount Charged: \$ _____ For what Program: _____

Item(s) charged: _____

Charge 4 **Office Program Code:** _____

Name of Business: _____ Date of charge: _____

Amount Charged: \$ _____ For what Program: _____

Item(s) charged: _____

Charge 5 **Office Program Code:** _____

Name of Business: _____ Date of charge: _____

Amount Charged: \$ _____ For what Program: _____

Item(s) charged: _____

Purchase Approved by: _____

Notes: