

**YEAR END CAL CARD CHARGES**

Employee Name \_\_\_\_\_

Credit Card # \_\_\_\_\_

**Charges thru 06/30/\_\_\_\_ not included on June's statement  
(Only items that have been received)**

<u>Vendor Name</u>	<u>Description of Charge</u>	<u>Amount</u>	<u>Account Code</u>

(Be sure to attach copies of the original receipts to this form.)

I have no charges outstanding to my credit card as of \_\_/\_\_/\_\_.

\_\_\_\_\_ initial

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Approving Official Signature Date