**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_INDEX – ACCT CODE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CARD NUMBER (Last 8 digits only):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Use | Place of Business | Items Purchased | Purpose of Expenditure | Amount |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 TOTAL AMOUNT $

The University of North Alabama Purchasing Card is intended to be used for low value, non-capital purchases. All purchases with this card must comply with the guidelines in the University of North Alabama Card Program and with extramural funding agency restrictions.

The following items **ARE NOT** to be purchased using this card:

* Capital Equipment (furniture, technology, etc)
* Controlled substances/items
* Cylinder gases
* Personal items
* Non-business purchases
* Alcoholic beverages
* Tax reportable services (1099)
* Radioactive materials
* Laboratory animals
* Most Travel expenses, entertainment or hospitality expenses
* Insurance Leases of business property
* Any purchases prohibited by University policy or not related to University business

**If the card is lost or stolen, the cardholder has the responsibility to notify the Bank immediately, and the Credit Card Administrator.**

**Failure to adhere to procedures may result in revocation of cardholder privileges**

*I hereby certify that all purchases itemized on this report are true and accurate and made for official University of North Alabama business purposes. All receipts are attached.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Card Holder Date Auditor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost Center Head Date

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Director of Procurement Date Accounts Payable Date