


# Appendix D

ONE CARD PER REPORT

	<b>UNIVERSITY of NORTH ALABAMA</b>
	<b>PURCHASING CARD USAGE REPORT</b>

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

DEPARTMENT: \_\_\_\_\_ INDEX - ACCT. #: \_\_\_\_\_

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         | • Cash Advances   | • 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 Signature \_\_\_\_\_ Date \_\_\_\_\_ Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_

Cost Center Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Purchasing Signature \_\_\_\_\_ Date \_\_\_\_\_ Accounts Payable \_\_\_\_\_ Date \_\_\_\_\_