UNIVERSITY of NORTH ALABAMA PURCHASING CARD USAGE REPORT

TOTAL AMOUNT The University of North Alabama Purchasing Card is intended to be used for low value, non-capital purchase and must comply with the guidelines in the University of North Alabama Card Program and with extramural functors the following items ARE NOT to be purchased using this card: • Capital equipment & furniture • Capital equipment & furniture • Cylinder gases • Alcoholic beverages • Alcoholic beverages • Laboratory animals • Insurance Leases of business property the card is lost or stolen, the cardholder has the responsibility to notify the Bank immediately, and the Crefailure to adhere to procedures may result in revocation of cardholder privileges I hereby certify that all purchases itemized on this report are true and accurator official University of North Alabama business purposes. All receipts are	ALL NIT		IN		
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Accounts Payable

Director of Purchasing Signature

Date