SOUTHWEST TEXAS JUNIOR COLLEGE PROCUREMENT CARD RECONCILIATION FORM

Vendor Name:		Date:	
Describe Items & Purpose of	of Purchase	e/Event:	
Attach original ITEMIZED		Budget Information	
and signed credit card		Fund	
receipts for all purchases.		Department	
		Object	
		Location	
- <u></u>	_ 	<u> </u>	
Authorized Purchaser	Date		
		TOTAL CHARGES \$ _	
Budget Manager/Dept Chair	 Date	_	
budget Manager/Dept Chair	Date		
		Vice President	 Date

General Instructions and Policy

- 1. Complete all sections of the form.
- 2. Attach original itemized and signed receipts to form.
- 3. The "Budget Manager" and "Authorized Purchaser" (if different than the BM) must sign the form for all charges. Vice President's signature required.

Unauthorized purchases, i.e., alcohol, non-college related purchases are the responsibility of the Budget Manager. The campus reserves the right to withhold the total charged from the Budget Managers next available paycheck if card is misused or form is incomplete.

The complete Procurement Card Policy may be found online at: https://swtjc.edu/documents/business_office/swtjc_business_office_policies.pdf#page=15