Morgan County

Report of Credit Card Purchases

(Credit Card billing and actual receipts for each item purchased must be attached)

Employees name:		Department:		Card # (last four digits only)	
Date of Purchase	Vendor	Business Purpose - Description	Subcode	GL Account #	Amount
		+			
Credit card holder's signature:		Date:			
Elected official or Department Head Signature:		Date:			
				Total Purchases	