

# Purchasing Card Reimbursement Form

For Business Office Use Only  
Receipt #:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Card Account #: \_\_\_\_\_

Budget Line to be Reimbursed: Account#: \_\_\_\_\_

PCard Statement Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Transaction Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Attach your reimbursement to this form and submit it to the Business Office within 30 days of the transaction date.**

## PCard Personal Expense Reimbursement Policy

Using the PCard for personal items is not acceptable. Should the card be used in error, cardholders are required to reimburse the college within 30 days of the charge. If reimbursement is not made within 30 days, the PCard will be permanently deactivated. The cardholder will also permanently relinquish all rights to obtain a new PCard.

Frequent personal use will lead to card deactivation.

The PCard Reimbursement form must be completed and submitted with all PCard reimbursements

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