

**CENTRAL OHIO TECHNICAL COLLEGE  
PROCUREMENT CARD RECONCILIATION FORM**

**Vendor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Describe Items & Purpose of Purchase/Event:** \_\_\_\_\_

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Attach original **ITEMIZED**  
and signed credit card  
receipts for all purchases.

<b>Budget Information</b>	
Fund-Location	-
Cost Shared	
Department	
Object	

\_\_\_\_\_  
Authorized Purchaser                      Date

**TOTAL CHARGES**      \$ \_\_\_\_\_

\_\_\_\_\_  
Unit Budget Manager                      Date

\_\_\_\_\_  
Senior Administrator                      Date

**General Instructions and Policy**

1. Complete all sections of the form.
2. Attach original itemized and signed receipts to form.
3. The "Unit Budget Manager" and "Authorized Purchaser" (if different than the UBM) must sign the form for all charges. Senior Administrator signature only required if appropriate.

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