

- 1 - Chief Fiscal Officer
- 2 - Payroll
- 3 - Sending Department
- 4 - Human Resources

MEMO

TO: Vice President for Business and Finance/CFO
 Payroll Accountant

FROM: Purchasing Department

DATE:

SUBJECT: Type of Charge P-Card Transactions
 Charge Date(s) _____

NAME	ID NUMBER	AMOUNT
TOTAL OF THIS PAGE		

Signature
 Vice President for Business & Finance/CFO

White: Business & Finance
Canary: Payroll
Pink: Human Resource

NOTE: PLEASE TYPE FORM