SOUTHWEST TEXAS COLLEGE
PROCUREMENT CARD RECONCILIATION FORM

Vendor Name: _____ **Date:** _____

Describe Items & Purpose of Purchase/Event: _____

_____

_____

_____

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

Budget Information	
Fund	
Department	
Object	
Location	

_____ _____
Authorized Purchaser Date

TOTAL CHARGES **$** _____

_____ _____
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://swtxc.edu/faculty-and-staff/faculty-and-staff-business-office.html