PRINCIPIA PURCHASING CREDIT CARD RECONCILIATION

Instructions:

- Fill in the information requested below (either print form and complete manually or fill in this electronic PDF form, save and print).
- Forward this form with original receipts attached, to Sandy Laurie in Accounting, not later that the 18th of the month.
- If you make transactions before *and* after the 18th of the month, forward your first set of receipts before the 18th and the final set after the 18th.

User Name (Please Print): _____

Card # 1 2 3 4 5 6 7 8 9 (Please Circle your card # or click radio button)

Date	Vendor	$ Amount	6-character Fund/Org	4 digit Acct. Code