

**GSW State University  
Purchasing Card Accounts Summary**

Department: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_ Email \_\_\_\_\_  
 Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Extension Number: \_\_\_\_\_ Card #: \_\_\_\_\_ (last 4 digits)

**INSTRUCTIONS**

1. Summarize charges by account number and Department ID #. The total MUST equal the "New Balance" amount on the GL statement.
2. Forward statement and original receipts to Procurement.

**Fund** \_\_\_\_\_ / **Dept. ID** \_\_\_\_\_ / **Program** \_\_\_\_\_ / **Class** \_\_\_\_\_ / **Grant** \_\_\_\_\_

	<u>Acct.#</u>	<u>Charges</u>	<u>Credits</u>
Materials Mgmt. Stock	141000	\$ _____	(\$ _____)
Bookstore Expense	702100	\$ _____	(\$ _____)
General Supplies & Materials	714100	\$ _____	(\$ _____)
Repairs & Maintenance	715100	\$ _____	(\$ _____)
Rentals	719100	\$ _____	(\$ _____)
Registration (by approval only)	727110	\$ _____	(\$ _____)
Subscriptions	727120	\$ _____	(\$ _____)
Other Operating Expense	727140	\$ _____	(\$ _____)
Advertising	727250	\$ _____	(\$ _____)
Advertising (positions)	727350	\$ _____	(\$ _____)
Software	733100	\$ _____	(\$ _____)
Printing	742100	\$ _____	(\$ _____)
Library _____	8432	\$ _____	(\$ _____)
Library _____	8432	\$ _____	(\$ _____)
_____	_____	\$ _____	(\$ _____)
<b>SUB-TOTALS:</b>		\$ _____	(\$ _____)

**TOTAL CARD ACTIVITY: \$ \_\_\_\_\_**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Budget Manager