

INSTRUCTIONS FOR TRAVEL AND CONFERENCE CREDIT CARD FORM

Please print legibly and complete the entire form.

CARDHOLDER NAME

- The person's name as it appears on the credit card.

DEPARTMENT

- Provide the department that the cardholder works in and is submitting the purchasing card form for.

DATE

- The date of the purchase.

VENDOR

- The merchant where the purchase was made.

DESCRIPTION/COMMENTS

- Each purchase must have a description of the charge. Meals and entertainment must have the names of those in attendance.
- Complete and attach all documentation necessary to support payment for the items listed. Receipts clearly indicating the date, vendor, purchase description, and amount **must** be provided.
- All purchases made in New York State are tax exempt. A tax exempt certificate should be presented for all purchases. Contact the Business Office for a copy of the College's Tax Exempt Certificate.

BANNER FOAP

- Provide complete FOAP (Fund, Org, Account, and Program) to be charged for each amount listed. If more than one FOAP is appropriate, then indicate the amount charged to each FOAP.

AMOUNT

- Provide the amount of the purchase.

CARDHOLDER SIGNATURE and DATE

- The cardholder must sign and date the form certifying that the purchases were received and used for St. John Fisher College.

APPROVER SIGNATURE and DATE

- The Budget Manager (person responsible for each FOAP) must sign and date the form certifying that the purchases have been reviewed and approved.
- The Cardholder **and** the Approver cannot be the same person.