

## Purchasing Card Record Short Form Questions about this form? Please call 701-231-7432 ndsu.accounting.pcard@ndsu.edu

Cardholder (Employee):				
Reporting Period: From:			To:	
JP Morgan Statement Included?	○Yes	○ No		
All Receipts with Descriptions Included?	○Yes	○ No		
Total of JP Morgan Statement: \$				
Cardholder Signature				Date
Department Adminitrator Signature				Date