

**SOUTHWEST TEXAS JUNIOR COLLEGE  
PROCUREMENT CARD RECONCILIATION FORM**

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Describe Items & Business Purpose of Purchase/Event:

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

<b>Budget Information</b>	
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 Budget Manager 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 here:  
[http://www.swtjc.edu/tinybrowser/files/business\\_office/swtjc\\_p-card\\_policy\\_current\\_incl\\_travel\\_pcard\\_info\\_oct\\_2015.pdf](http://www.swtjc.edu/tinybrowser/files/business_office/swtjc_p-card_policy_current_incl_travel_pcard_info_oct_2015.pdf)