REPORT LOST OR STOLEN CARDS TO BANK OF AMERICA @ (1-888-449-2273) and DOAS (e-mail to ProcessImprovement@DOAS.GA.GOV) within 24 hours of discovering loss, theft, or fraudulent use. The cardholder's Approving Official and the GSU P-Card Administrator must also be notified.

CARDHOLDER NAME:		Single Transaction Limit:			ENDING DATE:		
DEPARTMENT NAME:		Speedtype Assigned to Card: Fund Code Assigned to Card:			Card # (last 8 digits only):		
SUPERVISOR NAME (Print or Type):				SUPERVISOR TELEPHONE NUMBER:			
ORDER DATE	VENDOR NAME	QTY AND DESCRIPTION OF PURCHASE	TRANSACTION AMOUNT INCLUDING FREIGHT	Date Received	Date Billed on Statement	Sponsored Projects & Title	Business Purpose

I certify that I have made all of the listed transactions on behalf of the University and that they comply with the established procedures for using the purchasing card.

CARDHOLDER SIGNATURE & DATE

I certify that I have reviewed all of the charges, invoices/receipts, and charging information for the above purchases. All charges and documentation comply with State and GSU purchasing regulations and all charging information is complete and correct.

SUPERVISOR SIGNATURE & DATE