Today's Date: _____

The material in this package that is being submitted to the Purchasing Department for the quarter that ended _____ 20____ includes the following Purchase Card logs and related documents:

Cardholder's Name _____ Acct 4715-2900-_____

Cardholder's Name _____ Acct 4715-2900- _____

Cardholder's Name _____ Acct 4715-2900-_____

Cardholder's Name _____ Acct 4715-2900-_____

Cardholder's Name _____ Acct 4715-2900-_____

Cardholder's Name _____ Acct 4715-2900-_____

Thank you,

Rev 08.20.03