**CREDIT CARD PURCHASE LOG/TRIP FORM Month \_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_**

School/Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Statement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Vendor** | **Receipt Rec’d** | **Item Description** | **Business Purpose** | **Acct. Name** | **Amount** |
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Total Charges \_\_\_\_\_\_\_\_\_\_\_\_

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Approved by Date

**Please submit to Lori by the 15th of the month. Attach receipts.**