Finance Department

Purchase Card Record Form

Period: ..... Card Holders Name ..... Department/Zone .....

Purchase Date	Supplier	Qty	Brief Description of Goods	Price Incl. VAT	Cost Centre Code	General Ledger Code	Internal Order	Date Goods Rc'vd	Credit Refund (where applicable)	Notes

Card Holder's Signature: ..... Date .....

Purchase Card Record Form Continuation Sheet Number .....

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