



SAVANNAH STATE UNIVERSITY  
PURCHASING CARD ACCOUNT SUMMARY

DEPARTMENT \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

STATEMENT DATE \_\_\_\_\_

**INSTRUCTIONS**

1. Summarize charges by account number and object code.
2. Attach originals of credit card statement, P-Card transaction log, credit card receipts/documentation to the original of this summary report and submit to Approving Supervisor for signature.
3. Make sure you retain copies of everything for your files.

**SPEEDTYPE:** \_\_\_\_\_

|   | <b>ACCOUNT</b> | <b>AMOUNT</b>   |
|---|----------------|-----------------|
| Other Operating Expense   | 727140         | \$ _____        |
| Supplies & Materials  | 714120         | \$ _____        |
| Supplies & Materials (Freight/Shipping)                           | 714111         | \$ _____        |
| Other Operating Expense - Registration                            | 727110         | \$ _____        |
| Other Operating Expense - Subscriptions                           | 727120         | \$ _____        |
| Other Operating Expense - Memberships                             | 727130         | \$ _____        |
| Publications/Printing (Business Cards, etc.)                      | 742100         | \$ _____        |
| Repairs & Maintenance   | 715100         | \$ _____        |
| Motor Vehicle Expense (Parts)                                     | 712100         | \$ _____        |
| _____   | _____          | \$ _____        |
| <b>TOTAL (Must equal to amount due per credit card statement)</b> |                | <b>\$ _____</b> |

Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
                   Cardholder                    Date    Approving Supervisor                    Date

Reviewed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
                   P-Card Coordinator    Date    Grant Accountant                    Date