

**Alma College
Purchasing Card Replacement Documentation**

Expense Report Time Period _____

Cardholder Name _____

Trans. Date _____

Vendor Name _____

Trans. Amount _____

Description/Reason for Transaction _____

I certify that I incurred the above transaction in the course of performing my duties for Alma College.

Signature _____

Date _____

**Alma College
Purchasing Card Transaction Documentation**

Expense Report Time Period _____

Cardholder Name _____

Trans. Date _____

VendorName _____

Trans. Amount _____

Description/Reason for Transaction _____

I certify that I incurred the above transaction in the course of performing my duties for Alma College.

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