

CTE Purchasing Card Receipt Return Form

- ⇒ For receipts that are already full page size you do not need to use this form, please write your name and the last 4 digits of the credit card number on the receipt.
- ⇒ E-mail receipts for online purchases can just be forwarded to me.

Date of Purchase:

Name:

Account Number:

Last 4 digits of card #:

Amount:

Additional information if needed:

Attach Receipt Here (fold if necessary)

Please return to:

Cindi Battram, CTE Admin

*** Please send receipts within **3 days**
so that I can approve by my deadline of 5 days.