



**UMPQUA COMMUNITY COLLEGE
CREDIT CARD PURCHASE SUMMARY**

CARDHOLDER:	
MONTH:	

Please fill out form completely. See procedures for additional information

Version 2011-1, Updated 16-06-2011

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BUDGET CODE
TOTAL AMOUNT:			\$	

CHECKLIST - PLEASE REVIEW BEFORE SUBMITTING EXPENSES:

- Itemized receipts are required
- Credit card statement and original receipts are attached
- Meal receipts, list of attendees and agenda is required if expensing for group meetings

AUTHORIZATION AND CERTIFICATION SIGNATURES

Cardholder Certification: I certify that the above charges are accurate, that all expenses were reasonable, necessary and allocable to UCC business. All purchases were done according to UCC Business Credit Card Usage Agreement.

Cardholder Signature:	Date:
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EC Member Signature:	Date:
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Send hard copies to: Umpqua Community College, Finance Office, ATTN: Accounts Payable by the last day of the month.

**UMPQUA COMMUNITY COLLEGE
CREDIT CARD PURCHASE PROCEDURES**

(See related Administrative Procedure No. AP601, Title: Purchasing Procedures)
<http://www.umpqua.edu/board-policies>

Department credit cards may be issued only with approval by the Vice President of Administrative Services. The U.C.C. usage agreement form must be signed by the card user. Cardholder agrees to the following:

1. This card will be used for Umpqua Community College business only.
2. Charges on this card will not exceed budget authority or remaining balance.
3. This card will not be used for personal use.
4. This card will not be used to withdraw cash.
5. This card will not be used to purchase alcohol, tobacco, or any other controlled substance.
6. Prior approval is needed for expenses according to college purchasing procedures.
7. Abuse of this card may result in personal restitution.

If cardholder's employment is terminated, cardholder is to return credit card immediately to Vice President of Administrative Services office.