



235 Sunset Avenue
Wenatchee, WA 98801

Procurement Card Transaction Summary Form

AP-16-08

Please Print Clearly

Procurement Card No. (LAST 4 DIGITS ONLY)	Date
Your Name:	Bldg/Dept

Please return this COMPLETED form with ORIGINAL RECEIPTS or ONLINE DOCUMENTATION to Accounts Payable at the time the Procurement Card is checked back into the District.

All merchandise ordered online is to be shipped to the WSD Warehouse at 1001 Circle Street. If merchandise is being shipped, please provide Kathryn Marquis with a copy of these documents so she can process your order. Incomplete information may result in a delay of your order!

Date	Vendor	Description of Purchase	Total Amount of Receipt	Account Number to Charge	Amount to Charge to Each Account #	FINANCE OFFICE ONLY Comp Tax Yes or No	FINANCE OFFICE ONLY Transaction ID
Total amount of receipts				Total amount (must equal total amount of receipts)			

I, the undersigned, do hereby certify under penalty of perjury, that the materials furnished, services rendered, expense incurred, or other items of indebtedness as charged in the foregoing bill is a true and correct charge against the Wenatchee School District, that the claim is just and due, that no part of same has been paid; and that I am authorized to sign for the Procurement Card.

Employee Signature/Title _____ Date _____ Supervisor Signature/Title _____ Date _____

Location _____ Location _____