CTAE P-Card Form for Credit Card Purchases

Paper clip your invoice/receipt to this form and turn it in to CTAE office as soon as the purchase is made. Write the school name (abbreviate) and the card holder's name (if a FCS/PF purchase, write the teacher's name) on the invoice/receipt per MCSD Purchasing.

School	Vendor	Invoice/receipt/transaction/reference Number	Invoice/Receipt Date
Northside	Sew Much Fun	10010071381	2/26/15

CTAE/Supervisor's Signature	Date
Willie Matthews	2/26/15

List ALL equipment, computer & furniture items with a complete description and serial number. On supply type items, if the invoice/receipt lists full name of items with prices individually, just write 'supplies' below.
If the invoice/receipt does not individually list items clearly (no abbreviations) with prices, list them below.

Course	Qty	ITEM PURCHASED (if equipment, furniture or computer write: Name of item, brand & model)	SERIAL NUMBER ↓	PRICE EACH	TOTAL	ACCOUNT NUMBER	OBJECT NUMBER
MKT		Supplies		$	$ 98.44	NOR 3550W	56100
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
				$	$		
			Shipping/Handling	$	$		
			TOTAL ORDER		$ 98.44		

Use more than one form per invoice/receipt if necessary.

Matthews - NOR
SEW
MUCH
FUN!

Sew Much Fun

706-317-0024
sewmuchfunincolumbus.com

Receipt

Date Posted: 2/26/2015 4:42 PM
Invoice ID: 10010071381
Cashier: suzyq
Customer ID: 1002361

Qty	Item	Unit Price	Amount
1.00	100152549 Tear A Way 20 X 25	28.00	28.00
1.00	100150259 Bobbins Viking Watercolor	13.50	13.50
2.00	16953 Aurifil Bobbin Thread	10.50	21.00
6.00	100141357 Robison Anton	5.99	35.94

Subtotal	98.44
Total Tax	0.00
Total	98.44
Visa/MC	98.44
Balance	0.00

All returns must be made within 14 days. NO returns on cut fabric, books, embroidery designs, or sewing machines. Returns may be subject to

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