



Ministry of  
Forests and Range



# PURCHASE CARD RECORD OF EXPENDITURES

CARDHOLDER NAME \_\_\_\_\_

STATEMENT DATE \_\_\_\_\_

CREW MEMBER NAMES (enter here)

TRANS #	DATE	PURCHASED FROM	DESCRIPTION OF SERVICE	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE-TAX AMOUNT	HST AMOUNT	TOTAL AMOUNT	
1										\$ -	
2										\$ -	
3										\$ -	
4										\$ -	
5										\$ -	
6										\$ -	
7										\$ -	
8										\$ -	
9										\$ -	
10										\$ -	
11										\$ -	
12										\$ -	
13										\$ -	
14										\$ -	
15										\$ -	
16										\$ -	
EMPLOYEE SIGNATURE							<b>TOTAL PURCHASES</b>		\$ -	\$ -	\$ -
EMPLOYEE #		<i>Note: EA - please list all transaction numbers for the expenditures you are approving in the box below your signature</i>									
SUPERVISOR SIGNATURE		SIGNATURE EXPENSE AUTHORITY 1			EMPL #	SIGNATURE EXPENSE AUTHORITY 2			EMPL #		
EMPLOYEE #		EA Approving Transaction #'s				EA Approving Transaction #'s					