

Credit Card Charges Summary (Last four Digits of Card _____) Appendix 34

Date	Est. Amt	Actual Amt	Description and Purpose	Account and Work Element

* Each use of the card should be on a separate line.

Card Received by: _____

Date Received: _____

Project Manager Approval: _____

Executive Director Approval: _____

Chief Fiscal Officer Approval: _____

Accounts

5300 Professional Services
 5510 Communications (e.g. Postage, FedEx)
 5600 Supplies
 5610 Printing
 5700 Travel
 5800 Other Charges