Georgia Department of Public Safety Policy Manual

EXHIBIT PURCHA	ASING CARD L	EXHIBIT NUMBER 7.17-4 DATE 8/3/2018		
REFERENCE PURCHA	CE ASING CARD			
			EXHIBIT REVII 8/3/2018	EWED
Report lost or stole	n cards to Bank of America @ (8	00) 538-8788 DEPARTMENT OF PUBLIC SAFETY PURCHASING CARD LOG Attach receipts to this form and maintain at location for 5 years.	Page ≢of	
Cardholder's Name		Statement End Date	Department #	ý.
Cardholder's Phone #		Supervisor's Name	Work Unit Name	
Purchase Date	Vendor Name	Description of Purchase	Transaction Amount	DPS Accounting Use SCOA
	made all of the listed transactions lly with the established procedure	es for using the purchasing card. charging information for t	d all of the charges, invoices ne above purchases. All doc ency purchasing regulations.	cumentation complie

Cardholder Signature

Date

Reviewing Supervisor Signature

Date