

## **CREDIT CARD DOCKET**

| Card holder :       |                                                                                                                                          |                    |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Credit Card Number: |                                                                                                                                          | ast 4 digits only) |
| Supplier:           |                                                                                                                                          |                    |
| Date:               |                                                                                                                                          |                    |
| Quantity            | Description                                                                                                                              | \$                 |
|                     | (Full description of goods purchased – University purchases only)                                                                        |                    |
|                     |                                                                                                                                          |                    |
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|                     |                                                                                                                                          |                    |
|                     |                                                                                                                                          |                    |
|                     | (Tax Code – I – Input Tax – as no tax docket has been provided) Total:                                                                   | \$                 |
|                     | phone / lost original voucher<br>hich is not applicable)                                                                                 |                    |
| Certified Correc    | <del>1</del> ·                                                                                                                           |                    |
| Corumou Corroc      | (Signature of Card holder)                                                                                                               |                    |
|                     | used when no other appropriate documentation obtained or where original docuyed. Total cost of transaction expensed against cost centre. | mentation has      |

Updated: 27/7/18