Louisiana Tech University Transfer of Purchasing Card Charges

| Department: | | | Cardholder: Purchasing Card No.: | | |
|--|---------------------|---------------------------------|-----------------------------------|-----------------------|-----------------------------------|
| Date of Request: | | | | | |
| Please charge the follo | owing departme | ent(s) for goods and/or service | ce procured on the purchas | ing card listed above | ve. |
| Merchant/ Vendor | Date of charge | FIS Account originally charged | Change to FIS Account | Amount | Explanation |
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| Note: Attached copy of V | isa Bill for suppor | ting documentation. | Approved: | | |
| Attach copy of ledger, if applicable. | | | | Department Head | or P. I. of account being charged |
| | | | Approved: | | |
| | | | _ | | Dean |
| | | | Approved: | | |
| (Return completed and signed form to Comptroller's Office) | | | | University Research | |