

Louisiana Tech University Transfer of Purchasing Card Charges

Department: _____

Cardholder: _____

Date of Request: _____

Purchasing Card No.: _____

Please charge the following department(s) for goods and/or service procured on the purchasing card listed above.

Merchant/ Vendor	Date of charge	FIS Account originally charged	Change to FIS Account	Amount	Explanation

Note: Attached copy of Visa Bill for supporting documentation.
Attach copy of ledger, if applicable.

Approved: _____
*Department Head or P. I. of **account being charged***

Approved: _____
Dean

Approved: _____
University Research

(Return completed and signed form to Comptroller's Office)