

JENKS PUBLIC SCHOOLS: P-CARD ACCOUNTS PAYABLE VOUCHER

(Must be submitted with all Receipts & User Transaction Log)

Payee name: J. P Morgan Chase

For P-Card assigned to:

Total amount: \$

Date: / / 20

All of the following ***must be included:*** *(please check each item included)*

Receipts enclosed

Transaction log enclosed amount equals \$ _____

Credit Card Statement enclosed amount equals \$ _____

Requested By:

Department head signature: _____

Date signed: / / 20

Department head name & title: _____