

B&G CREDIT CARD TRANSACTION

Credit Card Holders Name: _____

Signature: _____

Store/Vendor Name: _____

Date of Charge: _____ () Emergency

Amount of Charge: \$ _____

01-005-811-000-440-000

Mileage on vehicle: _____ Vehicle # _____

ALT WORK ORDER #.....

Project or items purchased:

List *401* items: disposable items, bulbs, tools

List *411* items: plumbing supplies, HVAC gaskets, ceiling tiles, motors

School: _____

Work Order Number: _____ () did you write "CC, Vendor Name, \$ amount" on the work order?

Budget Code: ___ - ___ - ___ - ___ - ___ - ___ - ___ - ___ \$ _____

Budget Code: ___ - ___ - ___ - ___ - ___ - ___ - ___ - ___ \$ _____

Attach receipt to this form (NO STAPLES PLEASE)