ESCAMBIA COUNTY SCHOOL DISTRICT

Purchasing Department

PURCHASING CARD CARDHOLDER ACTIVITY REPORT

75 North Pace Blvd.

Pensacola, FL 32505

INSTRUCTIONS

TIONS: Used to track Purchasing Card charges for statement reconciliation purposes. Please use one report for each cardholder.

CARDHOLDER NAME:		CARD NO	MONTH/YEAR		
DATE	SUPPLIER		DATE	TOTAL	DATE
APPROVED	NAME	DESCRIPTION OF PURCHASE	ORDERED	COST	RECEIVED