

# VISA VOUCHER INTERNET PURCHASES

DATE \_\_\_\_\_

PURCHASED FROM \_\_\_\_\_  
(NAME AS IT WILL APPEAR ON VISA BILL)

PURCHASED BY \_\_\_\_\_  
(STAFF MEMBER/ AUTHORIZED NON-STAFF MEMBER)

CREDIT CARD NUMBER USED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
(LAST 4 DIGITS)

PURPOSE OF PURCHASE \_\_\_\_\_

CHARGE TO ACCOUNT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

This voucher should accompany a printout of purchased goods or services from supplier that shows amount being charged to Visa bill. This Involves requesting invoices for all charges.

**Also, this voucher, along with receipt, should be presented to financial secretary by Monday following date of purchase.**

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