 Front and Centre Productions, Inc.

 105 Elizabeth Street

 Osceola Mills, PA 16666

 (814) 343-1812

 [www.frontandcentre.org](http://www.frontandcentre.org)

 facproductions@frontandcentre.org

PURCHASING CARD RECONCILIATION FORM

|  |  |
| --- | --- |
| Last 4 digits of card number |  |
| Cardholder Name |  |
| Purchase Date |  |
| Vendor Name |  |
| Vendor Address |  |
| Vendor Phone Number |  |
| Total Amount Charged |  |
| Description/Purpose for Purchase*(Receipt MUST be attached)* |  |

*\*\* Failure to submit this form with all required receipts within 30 days of purchase will hold cardholder liable for all purchases made with Front and Centre Productions, Inc. Purchasing Card.*

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*Cardholder Signature Approver Signature*

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 *Print Cardholder Name Print Approver Name*

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*Date Date*