

**McKinley County**  
**P-Card Receipt Form**

Credit Card Holder: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Vendor Name & #: \_\_\_\_\_

Invoice No: \_\_\_\_\_ Purchase Amount: \_\_\_\_\_

Appropriation Breakdown	
Line Item #	Amount
_____	_____
_____	_____
_____	_____

*Justification of Purchase:*

\_\_\_\_\_  
\_\_\_\_\_

**Card Holders Signature:** \_\_\_\_\_

**Authorization/Supervisor's Signature:** \_\_\_\_\_

*I CERTIFY THAT THE PURCHASE(S) AND JUSTIFICATION(S) ARE TRUE AND CORRECT*