

## VISA VOUCHER - INTERNET PURCHASES

DATE \_\_\_\_\_

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

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

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

PURPOSE OF PURCHASE \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

This voucher should accompany a print out of purchase (goods or services) from supplier that shows amount being charged to VISA bill.

This involves requesting invoices for all charges.

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