LAS VIRGENES MUNICIPAL WATER DISTRICT Purchasing/Credit Card Reconciliation Form

Use this form to reconcile LVMWD Purchasing Card. All expenses must comply with the District's Business Expense Policy.

Do not use this form to reimburse mileage or travel.

Finance Manager:

Name:			
Accounting for and reimbursement of expenses incurred from to			
DATE OF EXPENSE	DESCRIPTION OF PURPOSE AND LOCATION	Account Number	Purchasing Card Amount
Total			
Less Personal (Attach Itemization)			
		Total	
I hereby certify that the above is a correct accounting of expenses incurred and paid by District Purchasing Card in the service of Las Virgenes Municipal Water District, for the period shown, and were necessary in connection with the performance of authorized duties.			
	(Signed)		
For Accounts Payable Use Only			
	Reviewed By:		

INSTRUCTIONS FOR COMPLETION STATEMENT OF ACCOUNT

Name is the name of the Purchasing Card being reconciled with this form.

The "Description of Purpose and Location" must include the following:

• A brief description of the business need of the purchase, description of purchase, and location.

Where applicable, state:

- If an expense is incurred on behalf of the District for Director or employee, the name of the Director or employee and the nature of the expense must be entered.
- If the expense is for a meal, a listing of all persons in attendance at the meal, both employees and non-employees.

The Account Number is the account to charge the purchase to.

Anyone expenses incurred when influencing state legislative or administrative action in the course of his duties shall separate such items from other expenses and identify the action, the purpose of the expenditure, the beneficiary of the payment, and the State agency or individual in the claim submitted, and expenses shall be assigned to the appropriate account.

Documentary evidence, such as receipts, paid bills, or similar evidence sufficient to support each expenditure.

No information on the Statement of Account may be designated as confidential. All information submitted on this form is subject to release under the Public Information Act.

The Statement of Account with supporting receipts and documentation must be delivered to the Accounting section of the last day of the month immediately following the month in which the expenditures were incurred.

Employees are personally responsible to reimburse the District for any non-reimbursable charges that occur.