

**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.