



PCARD BARCODE COVERPAGE

* Required; otherwise, form will not print

PCard name as it appears on card / statement

Loc / Dept / Last Name *

Store / Dept / First Name *

Initial

State *

PCard Number * * Last 4 digits required

Statement End Date * * MM/yyyy

Receipts Submitted * * Enter the total number of submitted receipts

Approving Manager

Last Name *

First Name *

Initial

Manager Signature

* Manager's signature is required before submitting