

INSTRUCTIONS FOR WEGMANS PURCHASING CARD FORM

Please print legibly and complete the entire form.

CARDHOLDER NAME

- The person's name as it appears on the credit card.

DEPARTMENT

- Provide the department that the cardholder works in and is submitting the Wegmans purchasing card form for.

DATE

- The date of the purchase.

DESCRIPTION/COMMENTS

- Each purchase must have a description of the charge. Meals and entertainment must have the names of those in attendance.
- Complete and attach all documentation necessary to support payment for the items listed. Receipts clearly indicating the Wegmans store, date, purchase description, and amount **must** be provided.
- All purchases made in New York State are tax exempt. A tax exempt certificate should be presented for all purchases. Contact the Business Office for a copy of the **NEW YORK STATE TAX EXEMPT CERTIFICATE**.

- Provide the amount of the purchase.
- The cardholder must sign and date the form certifying that the purchases were received and used for St. John Fisher College.

_____ hases have been reviewed and approved.

- The Cardholder **and** the Approver cannot be the same person.