

GALLUP-McKINLEY COUNTY SCHOOLS P-CARD RECONCILIATION FORM

One Purchase Order (PO) Per Form

Scan signed forms, itemized receipt(s), and applicable supporting documents and email to pcard@gmcs.org

NOTE: Meals are limited to \$15 per person Lodging is limited to \$157/room/night

It is unlawful for Gallup-McKinley County Schools to pay gratuity.

Card Holder Name _____

School/Dept _____

Title/Position _____

Activity/Purpose _____

Purchase Order Number: _____

Line #	Transaction Date	Vendor	Amount
1			
2			
3			
4			
5			
6			
7			
8			
TOTAL			

Attach additional sheet if needed

Signatures

CARD HOLDER _____ Date _____

COUNTER-SIGNATURE _____ Date _____
(Pcard Secretary)

Attachment Checklist

- _____ **Copy of PO**
- _____ **Itemized Receipts**
- _____ Agenda/Schedule
- _____ Folios for Hotel Rooms
- _____ Sign Out Sheets (Student Travel)

Student/Athletic Travel Only

- _____ No. of Students at Departure
- _____ No. of Coaches/Chaperones/Bus Drivers
- _____ No. of Students on Final Day (minus check out)