

## **Monmouth College Post Travel Report for Purchasing Card Use**

**Note: Please attach receipts for all purchases and submit it to Accounts Payable. The College will NOT accept the copy of the credit card ticket as a receipt unless the ticket contains a clear description of the items purchased as produced by the vendor. If the ticket does not contain this information, the College will require vendor receipts with such description in addition to the charge ticket.**

**I hereby certify that the attached receipts were for goods and services purchased and received in accordance with Monmouth College policies.**

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**Printed Name**