Old Dominion University ResearchFoundation

Procurement Card Settlement Sheet

Bank of America VISA Card

Cardholder Name:	Statement Date:

BALANCE PER ATTACHED STATEMENT	$

RECORD / ALLOCATION OF CHARGES

PROJECT NUMBER	OBJECT CODE	AMOUNT

TOTAL CHARGES ALLOCATED	$

Note: Use this form or a similar format if sufficient space is not available on monthly statement to record project charges. Total charges allocated should reflect current month activity per attached statement. Attach original sales receipts, packing list, and credit card slips to support all charges incurred. Undocumented charges will be deemed unallowable.

Cardholder Signature: _____ Date: _____