

Beloit College

Late Credit Card Form

Instructions: This form must be completed when a credit card statement is submitted more than 30 days after the first day of the month following receipt of the statement. It should be attached to the Payment Distribution Form and submitted to the employee's supervisor and then to the Vice President for Finance and Planning for approval.

Name: _____

Supervisor: _____

Department: _____

Closing Date of Credit Card Statement: _____

Please explain why your Corporate Credit Card statement is being submitted more than 30 days after the first day of the month following receipt of the statement.

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Taxable Credit Card Expenses

Tax-Free Credit Card Expenses

Vice President for Finance & Planning: _____ Date: _____