

Receipt Cover

Used to organize expense information
and proof of purchase documentation
Need more info? Visit wright.edu/sil for instructions

Student Involvement and Leadership
019 Student Union
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
Phone: 937- 775-5570
FAX: 937-775-5573
sil@wright.edu

| I. Organization Information | | | |
|--------------------------------------------------------|--|-------------------------------------------------------|--|
| Name of Organization | | | |
| | | | |
| F.O.A.P. Accounting Codes (if unknown, leave blank) | | | |
| | | | |
| Organization Representative | | | |
| | | | |
| Email Address | | Telephone Number | |
| | | | |
| II. Procurement Card Information | | | |
| Name on Card (if unknown, leave blank) | | Last Four Digits on Card (if unknown, leave blank) | |
| | | | |
| III. Merchant/Payee Information | | | |
| Merchant/Payee | | | |
| | | | |
| Purchase Amount | | Date of Purchase | |
| | | | |
| Justification and Business Purpose | | | |
| | | | |

| IV. Receipt and Proof of Purchase |
|-------------------------------------------|
| <p><i>Tape or attach receipt here</i></p> |