

City of New Braunfels
P-Card Reimbursement Memo

Purpose:

This form is to be completed when a City P-Card holder accidentally uses their card for personal expenses. The cardholder must reimburse the City within five (5) business days of discovery.

Cardholder Information

- Name: _____
- Department: _____
- Last Four Digits of P-Card: _____
- Date of Transaction: ____ / ____ / ____
- Vendor Name: _____
- Transaction Amount: \$ _____

Description of Purchase:

(Provide brief explanation of what was purchased, where it was coded, and how the error occurred.)

Reimbursement Information

- Amount Reimbursed to City: \$ _____
- Date Reimbursed: ____ / ____ / ____
- Payment Method: ☐ Check ☐ Cash

Acknowledgment

I acknowledge that I used the City P-Card for a personal purchase in error and have reimbursed the City in full for the amount listed above. I understand that repeated misuse may result in suspension or revocation of P-Card privileges.

Cardholder Signature: _____ **Date:** ____ / ____ / ____

Supervisor Signature: _____ **Date:** ____ / ____ / ____

Finance Department Approval: _____ **Date:** ____ / ____ / ____