



**Controller's Office  
Business Expense Card Settlement Form**

Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Date of Original Request: \_\_\_\_\_

Total Loaded Funds: \_\_\_\_\_

**Card will be destroyed**

**Card will be kept for future requests**

**Original Chartfields:**

Operating Unit	Department	Fund	Account	Class	PC Business Unit	Project	Activity
			19011				

**PART I: Summary of Receipts**

Attach all itemized receipts associated with this request and include original signed request form. Use one line per chartfield variance (each difference expense account code). *Individual charges do not need to be listed here.* Attach an Excel spreadsheet listing and totaling all charges to each different chartfield - this detail should tie to all receipts. Food memo required for charges to 53005.

**Do not use 19011 as an expense account below.**

Operating Unit	Department	Fund	Expense Account	Class	PC Business Unit	Project	Activity	Amount
<b>Total Charges:</b>								

**PART II: Remaining Funds**

Amount remaining on card to be refunded:   
*(Total charges plus remaining funds should equal total loaded funds above.)*

**PART III: Certification**

*I certify that all funds were used for official business for the University of South Carolina.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_