

**GALLUP-McKINLEY COUNTY SCHOOLS  
P-CARD RECONCILIATION FORM**

**One Purchase Order (PO) per form**  
Scan signed form and signed itemized receipt(s) and email to **pcard@gmcs.org**

**NOTE: Meals are limited to \$15 per person    Lodging is limited to \$151/room/night**  
***It is unlawful for Gallup-McKinley County Schools to pay gratuity.***

Card Holder Name \_\_\_\_\_

School/Dept \_\_\_\_\_

Title \_\_\_\_\_

Sport/Activity/Purpose \_\_\_\_\_

**Purchase Order Number:** \_\_\_\_\_

Line #	Transaction Date	Vendor	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			

**TOTAL** \_\_\_\_\_  
*Attach additional sheet if needed*

**Signatures**

CARD HOLDER \_\_\_\_\_

Date \_\_\_\_\_

DESIGNATED P-CARD SECRETARY \_\_\_\_\_

Date \_\_\_\_\_

<b>STUDENT TRAVEL ONLY</b> <b>(COACHES/SPONSORS MUST COMPLETE FOR AUDITING PURPOSES)</b>	
<b># Athletes/Students @ Departure</b> _____	
<b># Coaches/Sponsors/Chaperones/Bus Drivers on Trip</b> _____	
<b># Athletes/Students Checked Out (Attach Sign Out Sheets)</b> _____	
_____ @ \$ _____ No. of Meals (Before/During Activity)	_____ @ \$ _____ / _____ No. of Rooms @ rate / Night(s)
_____ @ \$ _____ No. of Meals (After Activity)	<b>Total \$:</b> _____
<b>Total \$:</b> _____	

**Attachment Checklist**

- Agenda/Schedule
- Folios for Hotel Rooms
- Itemized** Receipts
- Sign Out Sheets