

**The College of William and Mary
GE Mastercard Payment Form Instructions**

INSTRUCTIONS

The GE Mastercard Payment Form is a combination of the former coversheet and the purchases log. Step by step instructions for completing the form are included below.

1. Complete the GE Mastercard Payment Form for the statement to be paid.
2. Attach the original statement to the GE Mastercard Payment Form. Keep a copy of all for departmental records.
3. Forward the GE Mastercard Payment Form and original statement to Accounts Payable for processing.

Field	Instructions
Department	Enter the name of your department.
Cardholder's Name	Enter the name of the GE Mastercard cardholder.
Card Number	Enter the GE Mastercard card number.
Statement Closing Date	Enter the closing date for the GE Mastercard statement being paid.
Total Amount	Enter the total amount of the charges on the GE Mastercard statement.
Cardholder's Signature	Cardholder must sign here.
Banner Account Distribution	Enter the Banner index number (translated from the FRS account number), the Banner account number (translated from the FRS subcode/object code), and the amount that will be charged to your budget for the items or services on the invoice. If charges are being split between different indexes or accounts, please list the distribution. Activity and location are only required for selected departments.
Purchases Log. For each item purchased during this statement period, you must complete the <u>required</u> fields below. If additional space is needed, use the GE Mastercard Purchases Log Continuation Sheet.	
Purchase Date	Enter the date that the item was purchased.
Vendor	Enter the name of the vendor/store where the item was purchased.
Item Description	Enter a brief description of the item purchased.
Index	Enter the Banner Index (translated from the FRS account number) being charged for the purchase.
Account	Enter the Banner account number (translated from the FRS subcode/object code) being charged for the purchase.
Amount	Enter the amount charged for the item.
Approved for payment by	Include the original signature of person who has approval authority for the index being charged.