



Purchasing Card or Credit Card Charges Transmittal Form for the Office of Strategic Communications and Civic Engagement

***Date of Transaction:** August 22, 2022

Vendor Number:

***Vendor Name:** Chief of Staff Association

Vendor Address:

***Credit Card Account No (last 4 digits only):** 9105

***Amount:** \$6795.00

***Budget Account No:**

Project Code:

***Product (example: Marriott Hotel from 10/01-10/06/2017; USCM related business – please indicate name and title of person(s); or Keurig coffee maker) :**

Chief of Staff Association Executive Leadership program (professional development)

***Purpose (examples: hotel stay, meals/food, coffee maker for the office, etc.)**

Chief of Staff Association Executive Leadership program (professional development) – includes classes, hotel, and meals

Submitted by: Petula Burks

Please attach all backup documents that support the purchase/service.

***Required**

Burks, Petula C. - OSC

From: Chief of Staff Association <receipts+acct_1GT80AHE43SaQmVf@stripe.com>
Sent: Monday, August 22, 2022 5:18 PM
To: Burks, Petula C. - OSC
Subject: [MARKETING] Your Chief of Staff Association receipt [#1419-1579]

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Receipt from Chief of Staff Association

Receipt #1419-1579

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$3,397.50	Aug 22, 2022, 5:17:51 PM	VISA- 9105

SUMMARY

Payment for invoice(s) INV-03138	\$3,397.50
Amount charged	\$3,397.50

If you have any questions, contact us at info@csa.org or call at +1 877-345-2718.

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