



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]

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.



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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You're receiving this email because you made a purchase at Chief of Staff Association, which partners with **Stripe** to provide invoicing and payment processing.

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