Purchasing Card – Company Statement

The Control Summary summarises the total spending by each cardholder in that month, followed by a detailed breakdown of each cardholder's activity.
*If there is no activity by a cardholder it will not show on the statement

Mr A B Sample
Company Name
1 Sample Street
Sample City
Sample Postcode

The co-operative bank

Control Summary

PURCHASING CARD STATEMENT OF ACCOUNT

Summary	Date	Description	Amount
Account number **4000 0000 0000 0000**	08-Sep	**BALANCE BROUGHT FORWARD**	**44028.90**
		DIRECT DEBIT PAYMENT - THANK YOU	44028.90CR
Satement date **01 November 11**		**CONTROL SUMMARY**	
		4000 0000 0000 0000 Mr A B Sample	318.60
		4000 0000 0000 0001 Mr Z X Sample	120.72
Credit limit **£250,000**		4001 0000 0000 0000 Mr A B Sample	84.00
		4001 0000 0000 0001 Mr Z X Sample	172.58
Previous balance **£44,028.90**		4002 0000 0000 0000 Mr A B Sample	40.77
		4002 0000 0000 0001 Mr Z X Sample	822.49
Payment received **£44028.90 CR**		4003 0000 0000 0000 Mr A B Sample	496.68
		4003 0000 0000 0001 Mr Z X Sample	564.34
New balance **£11,804.22**		4004 0000 0000 0000 Mr A B Sample	632.00
		4004 0000 0000 0001 Mr Z X Sample	699.66
		4005 0000 0000 0000 Mr A B Sample	767.33
		4005 0000 0000 0001 Mr Z X Sample	834.99
		4006 0000 0000 0000 Mr A B Sample	318.60
		4006 0000 0000 0001 Mr Z X Sample	120.72
		4007 0000 0000 0000 Mr A B Sample	84.00
		4007 0000 0000 0001 Mr Z X Sample	172.58
		4008 0000 0000 0000 Mr A B Sample	40.77
		4008 0000 0000 0001 Mr Z X Sample	822.49
		4009 0000 0000 0000 Mr A B Sample	496.68
		4009 0000 0000 0001 Mr Z X Sample	564.34
		4010 0000 0000 0000 Mr A B Sample	632.00
		4010 0000 0000 0001 Mr Z X Sample	699.66
		4011 0000 0000 0000 Mr A B Sample	767.33
		4011 0000 0000 0001 Mr Z X Sample	834.99
		4010 0000 0000 0000 Mr A B Sample	318.60
		4010 0000 0000 0001 Mr Z X Sample	120.72
		4011 0000 0000 0000 Mr A B Sample	84.00
		4011 0000 0000 0001 Mr Z X Sample	172.58
		4012 0000 0000 0000 Mr A B Sample	
		Total	**£11,804.22**

The full balance outstanding will be collected by Direct Debit regardless of any other payments received

Purchases and payment made in the last few days may not be included on this statement.

Please see overleaf for changes of address.

Purchasing Card – Company Statement

The co-operative bank

PURCHASING CARD STATEMENT OF ACCOUNT

Summary	Date	Description		Merch Code	VAT Status	Amount
Account number **4000 0000 0000 0000**		**Cardholder: Mr A B Sample**				
		Card Number: 40000 0000 0000 0001				
		Card Limit: £3,000				
Satement date **01 November 11**		**Dept: 0000**				
		CC: 0000				
Credit limit **£20,000**		**PREVIOUS BALANCE**				0.00
	05-Oct	ABC RENT A CAR	ANY TOWN	5812	NO VAT	40.60
	06-Oct	ABC HOTEL	ANY CITY	4646	NO VAT	32.60
Previous balance **£44,028.90**	07-Oct	ABC PETROL STATION	ANY TOWN	5555	NO VAT	26.13
	08-Oct	ABC RESTAURANT	ANY CITY	8484	NO VAT	29.17
Payment Received **£44028.90 CR**		**Card Total**				**£128.50**
		Cardholder: Mr A B Sample				
New Balance **£11,804.22**		**Card Number: 40000 0000 0000 0001**				
		Card Limit: £3,000				
		Dept: 0000				
		CC: 0000				
		PREVIOUS BALANCE				0.00
	10-Oct	ABC TRAINLINE	ANY CITY	5812	NO VAT	155.38
	11-Oct	ABC WEBSITE PURCHASE	ANY TOWN	4646	NO VAT	28.40
	12-Oct	ABC SUPERMARKET	ANY CITY	5555	NO VAT	30.00
	13-Oct	ABC BOOKSELLERS	ANY TOWN	8484	NO VAT	315.55
	14-Oct	ABC STATIONERY SUPPLIES	ANY CITY	8356	NO VAT	192.79
	15-Oct	ABC OFFICE EQUIPMENT	ANY TOWN	9248	NO VAT	58.75
	16-Oct	ABC COMPUTER EQUIPMENT SUPPLIES	ANY CITY	1141	NO VAT	65.60
	08-Oct	ABC RESTAURANT	ANY CITY	8484	NO VAT	29.17
		Card Total				**£875.64**

Breakdown of each cardholder's activity

The full balance outstanding will be collected by Direct Debit regardless of any other payments received

Purchases and payment made in the last few days may not be included on this statement.

Please see overleaf for changes of address

Purchasing Card – Cardholder Statement

Each cardholder will receive an individual statement detailing the transactions they have made that month.

Mr A B Sample
Company Name
1 Sample Street
Sample City
Sample Postcode

The co-operative bank

PURCHASING CARD STATEMENT

Summary	Date	Description		VAT Status	Amount
Account number **4000 0000 0000 0000**	05-Oct	ABC RENT A CAR	ANY TOWN	NO VAT	40.60
	06-Oct	ABC HOTEL	ANY CITY	NO VAT	32.60
	07-Oct	ABC PETROL STATION	ANY TOWN	NO VAT	26.13
Satement date **01 November 11**	08-Oct	ABC RESTAURANT	ANY CITY	NO VAT	29.17
	05-Oct	ABC RENT A CAR	ANY TOWN	NO VAT	40.60
	06-Oct	ABC HOTEL	ANY CITY	NO VAT	32.60
Credit limit **£2,500**	07-Oct	ABC PETROL STATION	ANY TOWN	NO VAT	26.13
	08-Oct	ABC RESTAURANT	ANY CITY	NO VAT	29.17
New Balance **£257.00**		**NEW BALANCE**			**£257.00**

Purchases and payment made in the last few days may not be included on this statement.

Please see overleaf for changes of address.