

American Express Corporate Purchasing Card MIS REPORT RECIPIENTS WORKSHEET

See Sample MIS Reports beginning on page 43 for report descriptions

Provide recipient information. Indicate report(s) requested by placing an "X" in the appropriate box(es)

30 Character Maximum

Name _____
Title _____
Business phone () _____ () _____
Address line 1 _____
Address line 2 _____
City _____
State _____ Zip Code _____ - _____

Report Name:

- Industry Spending Summary – KP-0102
- Cardmember Activity Report – KP-2000
- Cardmember Listing – KP-2005
- Sales Tax Report – KP-4000
- Minority Owned Business Report – KP-4001
- Spending by Tax ID Report – KP-4002

Provide recipient information. Indicate report(s) requested by placing an "X" in the appropriate box(es)

30 Character Maximum

Name _____
Title _____
Business phone () _____ () _____
Address line 1 _____
Address line 2 _____
City _____
State _____ Zip Code _____ - _____

Report Name:

- Industry Spending Summary – KP-0102
- Cardmember Activity Report – KP-2000
- Cardmember Listing – KP-2005
- Sales Tax Report – KP-4000
- Minority Owned Business Report – KP-4001
- Spending by Tax ID Report – KP-4002

Provide recipient information. Indicate report(s) requested by placing an "X" in the appropriate box(es)

30 Character Maximum

Name _____
Title _____
Business phone () _____ () _____
Address line 1 _____
Address line 2 _____
City _____
State _____ Zip Code _____ - _____

Report Name:

- Industry Spending Summary – KP-0102
- Cardmember Activity Report – KP-2000
- Cardmember Listing – KP-2005
- Sales Tax Report – KP-4000
- Minority Owned Business Report – KP-4001
- Spending by Tax ID Report – KP-4002