

8 YdUfha YbhcZ< YUH '9Xi WUjcb/ '6 Y Uj jcf
*****PURCHASING CARD RECEIPT FORM

Pcard Holder's Name _____

Pcard Holder's Signature _____

By signing this form I certify that this purchase was made for official University business and that I authorized this charge. Copy of itemized receipt for below is attached.

Date of Transaction _____

Merchant Name _____

Description of Purchase _____

Transaction Amount (USD) _____

Foreign Currency Amount
(amount on receipt) _____

Attach signed packing slip verifying receipt or write date received on invoice.

For Travel Related Purchases: Traveler's Name _____

TA or ER # _____

Rental Car # _____

Account to Charge _____

If this is a grant, please
provide the benefit to the grant: _____

Budget Authority Signature _____

Finance Office Use Only

Account Code _____

Date Verified _____

Date Approved _____

Voucher # _____

Transaction # _____