PURCHASING CARD – INTERNAL USE

Date of purchase: _____

Requested by: _____ _____
                          Print Name   Requestor's signature

Business purpose (required): _____

_____

Vendor Name: _____

AMOUNT OF PURCHASE $_____   Attach receipt/confirmation _____

Order placed by: _____   Date _____

Distribution of charges:

Item Description _____ Spend Category # _____
Program/Gift/Grant# _____
Additional Worktag#(Detail, Activity, etc.) _____
Account Name _____ Amount $_____

Item Description _____ Spend Category # _____
Program/Gift/Grant# _____
Additional Worktag#(Detail, Activity, etc.) _____
Account Name _____ Amount $_____

Item Description _____ Spend Category # _____
Program/Gift/Grant# _____
Additional Worktag#(Detail, Activity, etc.) _____
Account Name _____ Amount $_____

Authorized Account Signature Authority _____
                                                                                                        Date
Additional Signature Approval _____
                                                                                                        Date
Completed form by _____
                                        Cardholder   Date

*This completed form and receipt/confirmation must be submitted with the cardholder's Statement of Account by the 15th of each month for the preceding month to the Controller's Office.

Pcard Internal Use form – Workday – Oct 2017