

## Purchasing Card Form (1 form per charge)

<i>Date</i>		<i>Card Holder</i>	
<i>Campus</i>			
<i>Total Amount</i>			
<i>Budget Code</i>			
<i>Description</i>			

### NOTES:

- **If food was purchased, roster MUST be attached.**
- **All receipts should be taped to an 8 x 11 white sheet of paper. No loose receipts.**
- **There should NOT be any tax charged. If charged, it is your responsibility to have corrected.**
- **Travel related charges need travel form with any travel documentation. (i.e. hotel, airline, and registration receipts.)**
- **Do not use the P-Card for meals associated with travel. Meals while traveling are reimbursed after travel is complete.**

TAPE RECIEPTS HERE