

P-card Form

Due Monthly, within 30 days of charge

*Submit completed form(s) and all receipt(s) to MEexpense@colorado.edu or place in P-card bin (Office).

*We'll enter your Pcard charges. Once your monthly report's ready, you'll receive a Concur notice.

Cardholder name:	Faculty/PI Name:
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Date/ Vendor	Amount	SpeedType	Expense type	Business Purpose/justification.	Receipt
	(ensure no sales tax)		(Select from drop down menu)	Be specific about how this purchase/charge benefits University business/scope of research.	
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For Official or Student Functions: Number of attendees: _____ For 1-10 attendees, list all names and affiliations.

For 10+, just list the groups: i.e. 5 faculty, 3 students, 6 staff, 2 business guests).