

# FSC Procurement Card Purchase Receipt Form

This form must be completed in one sitting and cannot be saved to complete later.

[Procurement Card Handbook](#)

[PSC Procedural Statement for Official Functions](#)

Select the FSC technician that supports your department. This assures that your submission is routed correctly and without delay.

Who is your FSC tech? \*

- Select -

Choose your Department/Org # (in 1 of the 3 drop downs)

Please just choose one department from the lists.

Dept. Abbreviation/Org. # (A-D)

A&S Communications - 11306

Dept. Abbreviation/Org. # (E-L)

- None -

Dept. Abbreviation/Org. # (M-Z)

- None -

Select only one department/program name from these three menus. Multiple selections can delay the correct technician receiving your submission.

Form completed by \*

Program Administrator Chip

Cardholder Name \*

Jane Doe

Have you uploaded a receipt to Concur? \*

Yes

No

If you are interested in uploading your receipts directly to Concur, you can do so using the [Concur Mobile App](#). You can also add them to Available Expenses in Concur from your PC using the "Upload New Receipt" button (or just drag and drop).

If no, attach ONE itemized receipt per form here \*

Choose File No file chosen

Upload

Files must be less than 32 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx odt ppt pptx odp xls xlsx ods xml.

Open for Additional File Upload Fields

Be sure that the receipt you plan to upload is itemized. Valid documentation includes:

- Vendor Identification
- Date of Purchase
- Description and number of each item purchased
- Cost per item
- Total cost of order

Speedtype \*

11000000

Amount \*

\$ 30.00

Enter the full 8-digit speedtype that you would like the expense to be charged to. Answer yes if payment needs to be allocated between multiple speedtypes, and additional fields will populate.

Do you need more additional speedtype/amount fields?

Yes

No

Is this purchase for food/beverage? \*

If "yes" additional form will load and must be filled out

Yes

No

Itemized receipts and accurate attendee information are required for all food and beverage purchases related to official functions.

Description of items

Description of items

Book titled "History of the Colorado Buffs' Football Team"

Keep your answer in this field simple. No need to copy and paste itemization here, just summarize what was purchased.

## Business Purpose

### Business Purpose \*

Please explain in detail how this expense relates to official University business.

Used to research Professor Doe's current book project, "Colorado University Sports", as a part of the faculty member's field of study.

Explain how the purchase relates to university business and what the benefit is to CU. The more explanation and detail you can provide here, the less likely your FSC technician will need to follow-up for more information. For example, provide details like course numbers for instructional supplies, project name, title or description of your research, etc.

## Email Confirmation

Would you like an emailed copy of this form sent to you?

- Yes  
 No

If you are a department administrator and would like to be automatically copied on all submissions made in your unit, contact your FSC technician and we will set it up.

Enter your email address(es) (If multiple, use comma to separate)

## CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot



Submit