

Procurement Card Purchase and Reimbursement Receipt Form

Please email completed form and receipts to ceaefinance@colorado.edu or drop completed hardcopy with receipts in the CEAE office mailbox (ECOT 441)

Name

Month/Year

This reimbursement request is for (check one):

PCARD

Reimbursement

Date	Dollar Amount	Speedtype	Expense Type/Acct Code*	Business Purpose/Use	Fabrication

*Use Fropdown box. If expense type is not listed, choose "other" and write a concise description.

Additional Comments or Description of Items Purchased:

If reimbursement of for an Official Function, please list attendees:

Please be sure to include all receipts.

****PCARD expense reports must be submitted Monthly (Jan, Feb, etc.)****

Last updated: July 2017