Procurement (A-Card) Reallocation Form

1.use one form per receipt for expenses incurred on your University Credit Card.
2. submit this form using the "submit" button at the bottom. It will be routed to ebioaccounting@colorado.edu
3. scan and attach all documentation (receipts, invoices, etc.) that goes with this form to the e-mail generated when "submit" button is pressed.

Cardholder Name: **Phone:**

Date of purchase: **$ Amount (total)**

Vendor:

Description of item(s) purchased:

Detailed business purpose:

Speedtype(s) for allocation (use multiple lines when splitting cost of purchase between speedtypes):

Speedtype: $ Amount:

Speedtype: $ Amount:

Speedtype: $ Amount:

Need to know:

1. Is this purchase being funded by a Grant (ST is 130xx)?
◯ Yes
◯ No

IF YES provide grant PI name

2. Did this purchase involve food?
◯ Yes
◯ No

IF YES and **10 people or less** attended: provide list of attendees in body of e-mail or as an attachment.

IF YES and **cost greater than $500**, provide official function form attached to e-mail.

SUBMIT