



PCard Purchase Receipt Form

Date to Front Office: _____

Cardholder Name: _____

Vendor: _____

Purchase Date: _____

Speedtype(s): _____

Amount: _____

Amount: _____

**** Please attach one itemized receipt per form**
Email form & receipt to your Front Office contact professional**

Brief Description – please explain **what** was purchased:

Business Purpose – please explain **how** this benefits official University business:

For official functions:

10 people or less, please list all attendee’s names & affiliations

11 people or more, please list groups of attendees (i.e. 5 faculty, 5 staff, 10 students, etc.)