

FSC Procurement Card Purchase Receipt Form

[Procurement Card Handbook](#)

Date to FSC: _____ Cardholder Name: _____

Dept: _____

Please attach **ONE** itemized receipt per Form

Or check here if receipt is in receipt store

Allocate purchase to the following speedtype(s):

Date of purchase: _____ Speedtype: _____ Amount: _____

Use additional to split/allocate a purchase to multiple funds:

Speedtype: _____ Amount: _____

Speedtype: _____ Amount: _____

Description of Item(s) – *if purchase is for food/beverage*

“Official Function” documentation required:

Business Purpose – please explain how this expense relates to official University business?