

You must login to view this form.

[Log in with your Identikey](#)

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](#)

Who is your FSC tech? *

Tracey Seward

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

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

- None -

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

- None -

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

WGST - 1020

Form completed by *

Your Name

Cardholder Name *

Your Name

Have you uploaded a receipt to Concur? *

Yes

No

If no, attach ONE itemized receipt per form here * [Upload your receipt here.](#) Browse then select your file. Remember to click **UPLOAD**, after selecting your file.

PDF of my Receipt.pdf

Files must be less than **32 MB**.

Allowed file types: gif jpg jpeg png txt html pdf doc docx xls xlsx xml.

Open for Additional File Upload Fields

Speedtype * [enter your appropriate speedtype](#)

XXXXXXXX

Amount *

\$ XX.XX

Do you need more additional speedtype/amount fields?

Yes

No [\(unless you wish to split expense among multiple speedtypes\)](#)

Is this purchase for food/beverage? *

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

Yes

No [\(only food/beverage purchase should be for visitor meals, such as recruiting visits or guest speakers. See WGST staff for student event planning\)](#)

Description of items

Description of items

- Describe the item(s) purchased -

EXAMPLES:

two books (list titles)

professional membership to [organization name]

conference registration for annual meeting of [organization name] to be held [date] in [location]

subscription to [software or journal title]

Business Purpose

Business Purpose *

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

- provide JUSTIFICATION for the purchase: How does this purchase benefit CU? Why should CU pay for this expense?

EXAMPLES:

BOOKS for teach prep for [course name/#] OR for research/book manuscript project [TITLE of project]

PROFESSIONAL MEMBERSHIP / CONFERENCE REGISTRATION for professional development to stay current in field of expertise [include conference participation details]

Email Confirmation

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

Yes

No

Enter your email address

your email address [WGST Prg Asst automatically receives copy]

If you have feedback on the use of the form, please share your feedback here:

[Share feedback](#)