

PURCHASING CARD – INTERNAL USE

Date of purchase: _____

Requested by: _____

Business purpose (required): _____

Vendor Name: _____

AMOUNT OF PURCHASE \$ _____

Attach receipt/confirmation ☐

Order placed by: _____

Date _____

Distribution of charges:

Item Description _____ Spend Category# _____

Program/Gift/Grant# _____

Additional Worktag# (Detail, Activity, etc.) _____

Account Name _____ Amount \$ _____

Item Description _____ Spend Category# _____

Program/Gift/Grant# _____

Additional Worktag# (Detail, Activity, etc.) _____

Account Name _____ Amount \$ _____

Item Description _____ Spend Category# _____

Program/Gift/Grant# _____

Additional Worktag# (Detail, Activity, etc.) _____

Account Name _____ Amount \$ _____

Authorized Account Signature Authority: _____

(may use email approval in place of signature)

Date

Completed form by: _____

Date

*This completed form and receipt/confirmation must be submitted with the cardholder's Statement of Account by the 15th of each month for the preceding month to the Controller's Office.