

STEP 1: BASIC PURCHASE INFO

Purchase Date: _____ Vendor Name: _____ Pcard (7 digit #): _____ Amount: _____ Items Purchased: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Purchaser Name: _____ Cardholder Name: _____ Cardholder Dept: _____ Cardholder Phone: _____ Business Purpose: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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STEP 2a: PRE-AUTHORIZATION

REQUIRED FOR ALL PURCHASES

Supervisor (or Delegate) Signature Date

STEP 2b: APPROVAL SIGNATURES

Purchaser Signature Date

Supervisor (or Delegate) Signature Date

STEP 3: EDIT INFORMATION (FOR DEPT USE)

GL Description	GL #	Cost Center/WBS Element	Assignment/Internal Order	Purchase Amount

ADDITIONAL COMMENTS

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