

STEP 1: BASIC PURCHASE INFO

Purchase Date: _____
 Vendor Name: _____
 Pcard (edit #): _____
 Amount: _____

Cardholder Name: _____
 Purchaser Name: _____
 Cardholder Dept: _____
 Cardholder Phone: _____

Items Purchased:

Business Purpose:

STEP 2a: PRE-AUTHORIZATION

REQUIRED FOR PURCHASES GREATER THAN \$500

EXPLAIN ANY EMERGENCY PURCHASES MADE W/O PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE

 Supervisor (or Delegate) Signature Date

STEP 2b: APPROVAL SIGNATURES

 Purchaser Signature Date

 Supervisor (or Delegate) Signature Date

STEP 3: EDIT INFORMATION (FOR DEPT USE)

Total: