

## **PROCARD VOUCHER**

Purchase Date:			
Tarchase Bate.		Purchaser Name:	
Vendor Name:		Cardholder Name:	
Pcard (edit #):		Cardholder Dept:	
Amount:		Cardholder Phone:	
		rdholder Signature:	
Items Purchased:		Business Purpose:	
STEP 2a: pre-authorization	Ī	STEP 2b: APPROVAL SIGNATURES	ı
REQUIRED FOR PURCHASES GREATER THAN \$50	00	STET ZIJ. APPROVALSIGNATURES	
EXPLAIN ANY EMERGENCY PURCHASES MADE W/O			
AUTHORIZATION IN BUSINESS PURPOSE ABOVE	E	Purchaser Signature	Date
Supervisor (or Delegate) Signature	Date	Supervisor (or Delegate) Signature	Date
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STEP 3: EDIT INFORMATION (FOR DEPT USE)			
STEP S. EDIT INFORMATION (FOR DEPT USE)			