

ELECTRICAL AND COMPUTER ENGINEERING PAYMENT TRANSACTION COVER SHEET

Requestor Name: _____ Telephone #: _____
(Student Employees Only)

Please check appropriate transaction:

- PRD Payment
- Purchase Orders to include SRM (Shopping Cart/PO # _____)
- Gas Cylinder Rental (Blanket Approval FY 20__)
- Procard Payment (Last four digits of card _____; Last Name on Card _____)
(If different than requestor)

Please provide the following for travel-related expenses:

Destination: _____ Purpose: _____ Dates: _____

Transaction Date	Vendor Name	Purchase Description	Purchase Justification	Amount	Cost Center or Account Name

*Please include all documentation. Procard transactions require ORIGINAL receipts. (receipts, invoices, packing slips and quotes)

*If transaction is related to an event, please attach list of attendees and an agenda.

*If using a cost center/grant other than your own, please attach email approval to use the account from appropriate staff/faculty.

*Gas Cylinder Rental Approvals **MUST** be turned in to the Procard Editor to keep on file.

Requestor Signature: _____ Date: _____

Please obtain signed approval from your supervisor prior to making purchases

Approver Signature: _____ Date: _____