

Electrical and Computer Engineering
PAYMENT TRANSACTION COVER SHEET

Submitter Name _____

Please check appropriate transaction:

- ☐ Requisitions, including catering orders
☐ Purchase Orders
☐ PRD Payments
☐ Procard Payment (Last four digits of card _____)
☐ Internal billing within UK
Cardholder's name (If different than submitter) _____

** Be sure to include all documentation including receipts, invoices and quotes. Procard purchases require original receipts, not copies.*

** If purchase is for a function, attach a list of attendees and note whether they are internal or external.*

Transaction Date	Vendor Name	Description of Purchase	Justification of Purchase	Destination and purpose of travel	Amount	Cost Center to be charged

Forms must be completed in its entirety before purchase is completed!

Account holder signature and approval REQUIRED before purchase will be completed

Employee Signature _____ Date _____
(REQUESTING)

Account Holder Signature _____ Date _____
(APPROVAL OF CHARGES AND ORDERS ON ACCOUNT)