Division of University Advancement - Purchasing Card Use Form

Employee Name:

Description of purchase:

|  |  |
| --- | --- |
| WHO (Vendor) |  |
| WHAT (What was purchased) |  |
| WHEN (Date of Purchase) |  |
| WHY (Business Purpose) |  |
| WHERE (Where were you) |  |
| Amount |  |
| Account to Charge | (ENT-SRC-ORG-ACT-FUN) – if you do not know, ask Bo |

Feel free to paste receipt here if legible.

Please save and send electronically to the appropriate administrative support person, or save as a pdf and e-mail form to receipts@concur.com

University Advancement

PCard Purchase Form

Employee Name:

Description of purchase:

|  |  |
| --- | --- |
| WHO (Vendor) | Bookstore |
| WHAT (What was purchased) | Gift for Donor – “Tax Implications of Large Charitable Gifts” |
| WHEN (Date of Purchase) | 11/25/2018 |
| WHY (Business Purpose) | Gift given to donor after making large donation |
|  |  |
| Amount | $15.00 |
| Account to Charge | 50-100500-700220-0000-92 |

Feel free to paste receipt here if legible.

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