

Pcard Requisition Form

Use this form to report purchases made with Pcard

Vendor _____ Date _____

Pcard Holder _____ Invoice Number _____

Funding Source _____ Account Code _____ Flex Code _____

Division or Grant Number

Used for tracking expenses

Item Number	Item Description	Total Cost
1		
2		
3		
4		
5		
	Shipping and Handling	
	Tax	

Grand Total _____

Description of Benefit to University or Grant

Pcard Holder Check List

Goods have been received, services have been rendered Date _____

Itemized receipt attached clearly showing full payment

List of Attendees (only for food purchases)

Correct Filename (PCard Holder)(Vendor)(Dollar Amount)(Brief Description)

Example: Lankford Amazon 45.88 Keyboard

Travel Related Purchase Details

No Pcard Purchases Allowed without Travel Authorization

Traveler _____ UFID _____

Destination _____ Dates _____ TA Number _____

Conference or Event Name _____

Rental Agreement Number (for fuel and rental cars) _____

Research PI Approval _____