

P-Card Purchase Form

Do not use this form for travel or meals.

Purchaser: _____ Date submitted: _____

Public Purpose for purchase:

Event/Activity:

<u>P-Card Purchases</u>

Transaction Date	Vendor Name	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Approver name: _____	Signature: _____	Date: _____
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Attach all invoice/receipts and approvals.