

# 4-H PCARD USE FORM

## Submit along with detailed receipt

Check if receipt is taped to back of form

Card Holder: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Account: \_\_\_\_\_ County: \_\_\_\_\_

*Cooperative Extension, a Division of Agriculture, Life and Veterinary Sciences, is an outreach arm of the University of Arizona serves as a statewide network of knowledgeable faculty and staff that provides lifelong educational programs for all Arizonans. Cooperative Extension provides a link between the university and the citizens of this state. 4-H Youth Development (4HYD) helps develop competent, caring and actively engaged citizens who strengthen Arizona communities. Through our research-based curriculum and university ties, 4-H opens a world of possibilities to youth and their parents who want to explore their interests. 4-H is the largest youth organization in the United States and is open to youth ages 5-19.*

Items Purchased: \_\_\_\_\_

Who Benefits: \_\_\_\_\_ #Attendees \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Date & Location of Event: \_\_\_\_\_

ATTENTION: An agenda and list of attendees are required for all food purchases; with the exception of food purchased for demonstrations.

Agenda   
  List of Attendees (indicate employee, DCC, stakeholder, etc.)   
  Itemized Receipt

\*For a group of 25 or more, instead of a List of Attendees, list the number of people in attendance: \_\_\_\_\_ and their UofA Affiliation \_\_\_\_\_

### \*FOR ADMIN USE ONLY\*

Account # \_\_\_\_\_ Dept # \_\_\_\_\_

DOC ID # \_\_\_\_\_ Transaction # \_\_\_\_\_

Rental car DOC \_\_\_\_\_ Car fuel DOC # \_\_\_\_\_ If Travel Exp, TA # \_\_\_\_\_

Items Purchased:

| Description                | Cost | Sub-Acct | Obj Code | Sub-Obj Code | Project Code |
|----------------------------|------|----------|----------|--------------|--------------|
|                            |      |          |          |              |              |
|                            |      |          |          |              |              |
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|                            |      |          |          |              |              |
| Shipping                   |      |          |          |              |              |
| Sales Tax                  |      |          |          |              |              |
| <b>Total Dollar Amount</b> |      |          |          |              |              |

\*Tax exempt codes: 3820, 3870, 5520, 5540, 5560\*, 5810, 5830, 5850, 7810, 7820, 7830, 9175  
 \*Do not use 5560 for shipping charges that including handling charges.