

# ANR 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. Agriculture and Natural Resources assists farmers, ranchers, agency personnel and others involved in natural resource management for over 100 years.*

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
Shipping					
Sales Tax		<input type="checkbox"/> Tax Exempt*			
<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.