

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.

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					
Total Dollar Amount					

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.*