

# PCARD USE FORM

## Submit along with detailed receipt

<input type="checkbox"/> Check if receipt is taped to back of form
--

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

Program Info: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

**Who Benefits:** \_\_\_\_\_

**What was Purchased:** \_\_\_\_\_

**When/Where is the event:** \_\_\_\_\_

**Why Purchased:** \_\_\_\_\_

**How does it benefit the UofA?** \_\_\_\_\_

**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					
<b>Total Dollar Amount</b>					

Tax Exempt\*

\*Tax exempt codes: 3490, 3820, 3870, 5520, 5540, 5560\*, 5810, 5830, 5850, 7810, 7820, 7830, 9175

*\*Do not use 5560 for shipping charges that including handling charges.*