

## **Procurement Card (P-Card) Receipt Form**

- Attached an itemized receipt and/or Order Confirmation.
- Attach additional quotes to justify price.
- If the purchase was a workshop, attach the agenda.
- If the purchase was for meeting supplies, attach the announcement, sign-in sheet, and agenda.
- Attach Trademarks & Licensing approval (*if applicable*).

**The following information is required for auditing purposes:**

Cardholder: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Department Name: \_\_\_\_\_

Account: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date Received: \_\_\_\_\_

Serial ID/Model Number (*if applicable*): \_\_\_\_\_

Date Property Control notified on (*if applicable*): \_\_\_\_\_

Summary of the items purchased (most expensive first):

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How does this purchase directly benefit the department and/or the University? Please be detailed – use the back of this page or attach a separate justification, if needed. Provide detail of what specific class and/or faculty the purchase was made for, if applicable:

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Cardholder Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_