

Purchasing Card Receipt Form

- Provide an itemized and signed receipt.
- Do not tape over the words on your receipt.
- Do not write over print on receipt.
- Attach Trademarks & Licensing approval (*if applicable*).
- If the purchase was a workshop, attach agenda.
- Attach additional quotes to justify price.
- If the purchase was meeting supplies, attach announcement, sign in sheet, and agenda.

The following information is required for auditing purposes:

Cardholder: _____

Date of Purchase: _____

Department Name: _____

Vendor: _____

Serial ID/Model Number (*if applicable*): _____

Date Property Control notified on (*if applicable*): _____

Please list summary of items purchased (most expensive first):

How does this purchase directly benefit the department or University? (Please be detailed – use the back of the page or attach a separate justification if required) Provide detail of what class or faculty that the purchase was made for if applicable:

Cardholder Signature: _____

Date Received: _____

Supervisor Signature: _____

Last Modified:
07/06/2018