

Harshbarger-Mines Business Center

PCARD Form

1. Complete form and attach itemized receipts.
2. Please place form and receipts in HMBC basket in room 108, or HMBC office in Mines 141.

ChEE	MGE	MSE
Card Name: _____		Purchase Date: _____
Card User: _____		Email: _____
Vendor Name: _____		

Detailed business purpose (*REQUIRED): (describe exactly how this purchase benefits the account being charged):

Travel Authorization # _____
Travel Authorization required for all travel related purchases.

Item Description	Amount
*PI/Supervisor Signature: _____	Subtotal
	Shipping
	Tip <20%
	Sales tax
	Total

Account	OC

Was the card used at a restaurant and or is the purchase for a business meeting expense? Yes
If yes, attach a list of attendees and their affiliation to the university. Attach agenda if available

Meeting /Event Title: _____
 Meeting/Event Date: _____

Business Office use only:

E-Doc # _____ Reconciler: _____
 PCard Transaction # _____ Approver: _____