**Department of Computer Science & CERIAS**

**Purchasing Card Transactions**

Documentation, Allocation, Approval

Instructions: Complete a separate form for each transaction. Attach original receipt directly to the form with tape, or attach the receipt to a separate sheet of paper with tape & staple the sheet to this form. Submit the form and receipt to the Department of Computer Science/CERIAS Business Office.

**PURCHASING CARD INFORMATION**

**CARD:** [ ]  Regular [ ]  Hospitality [ ]  PRF

**CARD #:**

 (last 4 digits) (last 4 digits) (last 4 digits)

**PURCHASER INFORMATION**

(FROM SIGN-OUT LOG or CARDHOLDER RECORDS)

Purchaser’s Name:

Purchaser’s Number:

Purchaser’s Signature:

**PURCHASE DETAILS**

Date of Purchase:

Vendor Name:

Purpose of Purchase or Activity:

(If Hospitality, list attendees)

Provide intended purpose/use/need

|  |
| --- |
| **ACCOUNTING ALLOCATION INFORMATION (NOT NEEDED FOR PRF)** |
| Bus Area | Fund | Cost Center | Order | G/L | Amount |
|    |       |       |       |       |       |
|    |       |       |       |       |       |
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Department Head Approval:

 Signature Date

Comptroller Approval:

 Signature Date

PI Approval:

 Signature Date