

Procurement Card Payment Form

In the past, we accepted one form per vendor. Due to the requirements of the EFS system, there should only be ONE RECEIPT PER FORM. DO NOT combine receipts and totals from the same vendor.

Person requesting purchase

Card Holder (please print)

CUFS# (if available)

Authorized Signature _____

EFS Chart String

Fund DeptID Program Project Empl ID CF1 CF2 CS

All receipts smaller than 8.5"x11" should be taped to a piece of paper for copying purposes.

Date of Purchase	Receipt Total
Vendor Name	
What you bought	
Why you bought it	
List the lab, project, and/or person the purchase was for	Room/Lab Location

For Office Use Only

Reconciled _____

Fund DeptID Program Project Account Empl ID CF1 CF2 CS