

Procurement Card Payment Form

1. *One receipt per form*
2. *Do not combine receipts/totals from the same vendor*
3. *All receipts smaller than 8.5"x11" should be taped to a piece of paper for copying purposes*

Card Holder
(Please Print)

Person Requesting Purchase
(if different than card holder)

EFS Chart String

Fund

DeptID

Program

Project

CF1

CF2

Empl ID

Authorized
Signature

Account Code Used (Reconciler's Use Only)

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

Date of Purchase

Total
Charged

Vendor Name

What you bought

Where are the items located

Why the items were
purchased

How does the purchase
benefit the account

For Office Use Only

Reconciled by: _____

Date: _____

Approved by: _____

Date: _____