

Official Function and/or Pcard Receipt Form

Please attach this form to receipts submitted to the department finance office

Itemized Receipt as well as a Paid Receipt is required

Name of Purchaser

Pcard used

Reimbursement Request

Date of Purchase

Vendor Name

Total Purchase Amount

Account Number to Charge

Reason for Purchase

Is this an Official Function :

No

Yes

Is this for Grading?

No

Yes

Course #

Who Attended:

List Visitor/Guest
Names:

of Faculty Attending

of Staff Attending

of Grads Attending

of Under Grad Attending

Date of Event

Where was Event Held?

What was the Expense

Why was the Event Held

How did this benefit the University

Dept. Chair Signature