Official Function and/or Pcard Receipt Form

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

<u>Itemized Receipt</u> as well as a <u>Paid Receipt</u> 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 #

<u>Who Attended:</u>

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