

PROCUREMENT CARD TRANSACTION FORM
(complete one form per receipt)

FOR BUSINESS MEALS: Complete the "Meals Purchased for Business Purposes" form.

Cardholder Name: _____

Merchant/Vendor: _____

Account Number(s) to charge:

A78 _____ - _____ \$ _____

A78 _____ - _____ \$ _____

A78 _____ - _____ \$ _____

A78 _____ - _____ \$ _____

Items purchased **if not** itemized on receipt: _____

Research/Business Purpose: _____

Additional Comments: _____

X _____
SIGNATURE

DATE

~Attach original detailed receipt and give to Joy Jones, 323 Malott Hall.