

PROCARD VOUCHER

	STEP 1: BASIC PURCHASE INFO						
Purchase Date:				Purchaser Name:	:		
Vendor Name:	Vendor Name:			Cardholder Name:	:		
Amount:				Cardholder Dept:	:		
				Cardholder Phone:	:		
Items Purchased	· (Briof Licting of items purch	lhase	Busines:	s Purnose: (Brief desc. of	f use and location of items purchase	d)	
items : u. z	Items Purchased: (Brief Listing of items purchased)) Turposer (since see	use and location of recens per	u)	
	TED 22' ppr A	UTHODIZATION.		STED 2	2b: APPROVAL SIGNATU	la FC	
STEP 2a: pre-authorization REQUIRED FOR PURCHASES GREATER THAN \$1000 STEP 2b: APPROVAL SIGNATURE						RES	
	EXPLAIN ANY EMERGENCY PURCHASES MADE W/O			Purchaser Signature [
PRE-AUTHURIZA	PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE						
				Procard Holder Signature (if different from Purchaser) Date			
Supervisor (or	Supervisor (or Delegate) Signature Date						
				Supervisor (or Delegate) Signature Da			
STEP 3: EDIT I	NFORMATION (FOR E	DEPT USE)					
# of Receip	ots/Tickets (not includ	ling cover):	<u>-</u>		 -		
Dept. Charged	Amount (\$)	Cost Object/ Account	G/L Code	Fund (Optional)	Interal Order (Optional)	Assignment (Optional)	
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Ot	her Information	(list model # and serial fo	r minor equipn	nent items that	will be inventoried):		
				:			
Building #: Work Order #:							
Work Order #.			Other:	·			