

Purchase Date:

Department:

Cardholder's Name:

Vendor:

PI:

Brief description  
and business  
purpose of items  
purchased:

Date items were  
received:

Total:

Account(s):

PI / Signature

Approval:

[An itemized receipt](#) showing the [final price](#) of items purchased must be attached and [signed](#) by the purchasing cardholder.

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BUSINESS OFFICE USE ONLY

Document #:

Account Manager

Approval: