



PCARD PROGRAM
PURCHASE REQUEST FORM

For Internal Department/Site Use (Optional)

This form may be used by departments/school sites to help track requests for PCard purchases

SECTION 1: REQUESTOR INFORMATION

NAME	<input type="text"/>	SCHOOL/DEPT	<input type="text"/>
PROGRAM	<input type="text"/>	WORK PHONE	<input type="text"/>
EMAIL	<input type="text"/>	CARDHOLDER	<input type="text"/>

SECTION 2: BUDGET INFORMATION

	DEPARTMENT	RESOURCE	BUD REF	ACCOUNT	PROGRAM	CLASS	FUND	EXTENDED
BUDGET STRING TO BE USED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AVAILABLE BUDGET BALANCE

\$

SECTION 3: ITEMS REQUESTED TO BE PURCHASED

SUGGESTED MERCHANT NAME	<input type="text"/>		
MERCHANT CITY/STATE	<input type="text"/>	MERCHANT PHONE	<input type="text"/>
DATE NEEDED	<input type="text"/>		

Item(s) to be Purchased	Purpose/Description	Estimated Cost
1		\$
2		
3		
4		
5		
6		
ESTIMATED SALES TAX		
TOTAL ESTIMATED AMOUNT OF PURCHASE		\$

SECTION 4: REASON FOR PURCHASE

<input type="text"/>

SECTION 5: REQUESTOR SIGNATURE

PRINT NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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SECTION 6: SITE ADMINISTRATOR APPROVAL

PRINT NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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SECTION 7: CARDHOLDER SECTION

ACTUAL COST	\$ <input type="text"/>	DATE PURCHASED	<input type="text"/>
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NOTES:

<input type="text"/>
