

SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES
PROCARD/SRM VOUCHER



All fields must be completed.

BASIC INFO

STEP 1

Date: _____ Purchaser Name: _____
 Vendor: _____ Cardholder Name: _____
 P-Number (last 7 digits): _____ Cardholder Dept.: _____
 If SRM, please provide number: _____ Cardholder Phone: _____

Business Purpose (brief description):

Items (brief description of items purchased):

PRE-AUTHORIZATION

STEP 2 A

Required for purchases greater than \$500.
 Fill out this form and submit it along with related documentation (i.e. quotes, receipts).

_____/_____
 Supervisor Signature / Date

SIGNATURES

STEP 2 B

_____/_____
 Cardholder Signature / Date

_____/_____
 Supervisor Signature / Date

ACCOUNTING & EDITING INFO

STEP 3

Number of Receipts / Tickets: _____

Item	G/L Account	Cost Center / WBS Element	Assignment / Internal Order	Purchase Amount

Grand Total Invoice: \$ _____

ADDITIONAL INFO FOR ITEMS TO BE INVENTORIED

STEP 4

Items to be inventoried include: any equipment above \$2,000 and computing equipment above \$1,000.

Item	Model #	Serial #	Location of Equipment