College of Agriculture, Food and Environment

PROCARD VOUCHER

STEP 1: BASIC PURCHASE INFO

Purchase Date: _____

Vendor Name: _____

Pcard (7 digit #): _____

Amount: _____

Purchaser Name: _____

Cardholder Name: _____

Cardholder Dept: _____

Cardholder Phone: _____

Items Purchased:

Business Purpose:

STEP 2a: PRE-AUTHORIZATION

REQUIRED FOR PURCHASES GREATER THAN $500

EXPLAIN ANY EMERGENCY PURCHASES MADE W/O PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE

Supervisor (or Delegate) Signature Date

STEP 2b: APPROVAL SIGNATURES

Purchaser Signature Date

Supervisor (or Delegate) Signature Date

STEP 3: EDIT INFORMATION (FOR DEPT USE)