

**STEP 1: BASIC PURCHASE INFO**

* Date Purchased _____	Purchaser Name _____
** Date Incurred _____	Cardholder Name _____
Vendor Name _____	Cardholder Dept _____
Pcard (7 digit#) _____	Cardholder Phone _____
Amount _____	
Items Purchased: _____	Business Purpose: _____

**STEP 2a: PRE-AUTHORIZATION**

**REQUIRED FOR PROCARD PURCHASES GREATER THAN \$500**

**EXPLAIN ANY EMERGENCY PURCHASES MADE WITHOUT  
PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE**

**Preapproval by email--with a reply--is allowable. Attach email.**

\_\_\_\_\_

**STEP 2b: APPROVAL SIGNATURES**

_____	_____
Purchaser Signature	Date
_____	_____
Supervisor (or Delegate) Signature	Date

Note: Adobe digital signatures are allowable for this form

**STEP 3: EDIT INFORMATION (FOR DEPT USE)**

Item	G/L Account	Cost Center / WBS Element	Assignment / Internal Order	Amount
<b>Grand Total</b>				

Please add the items below to inventory (required for all equipment over \$5000 and computing equipment over \$1000. Note that some Dell computers have an inventory tag attached when received)

Item	Model Number	Serial Number	Location of Equipment

\*Date Purchased: date the procard was used to pay for goods or services

\*\* Incurred Date: date the goods were received by UK or services performed