

Office of the Provost P-Card Form

P-Card # (Last 4 Digits)	
E-Doc #	

Merchant Name:			
Meeting/Event Title:		Date of Meeting/Event:	
Purchase Description & Business Purpose: Be specific and describe the business purpose. If only UA personnel were present, justify why expenditure is appropriate. Attach agenda/program when available.			
Travel Authorization Number: Ensure that a Travel Authorization form has been submitted to the Business Team and include the TA number here. Indicate business purpose for any upgrades or additions (e.g. early check-in, etc.)			
Required Documentation Checklist	<input type="checkbox"/> List of Attendees (Include UA Affiliation) <i>Itemized Receipt</i> Meeting Agenda <input type="checkbox"/> Conference Flyer or Agenda		

Account(s):		Sub Account:		Object Code:		Project Code:	
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Transaction Pre-Tax Total:	Tip: (May not exceed 20% of pre-tax total)	Tax:	Transaction Grand Total:
\$	\$	\$	\$

I attest that this purchase was for legitimate University of Arizona business and that no alcohol was purchased on the Purchasing Card.

Purchaser Signature: _____ Date: _____

Responsible Cardholder Signature: _____ Date: _____

Director Signature: _____ Date: _____
(if required by department)