

Dept/Individual P-Card Form

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

Merchant Name:			
Meeting/Event Title:		Date of Meeting/Event	
Purchase Description & Business Purpose: (Please be specific & indicate the business purpose served. If only UA personnel are present, clearly justify why expenditure is appropriate. Attach agenda/program when available).			
Travel: Please ensure that a Pre-travel Authorization Form has been submitted to the Finance Team for all University related travel. Please include a business purpose for all upgrades and additional (i.e. Early Bird Check-in)			
Required Documentation Checklist:	<input type="checkbox"/> List of Attendees (Include UA Affiliation): <input type="checkbox"/> <i>Itemized</i> Receipt: <input type="checkbox"/> Meeting Agenda:		

Account(s):		Sub Account:		Object Code:		Project Code:	
--------------------	--	---------------------	--	---------------------	--	----------------------	--

Transaction Pre-Tax Amount:	Tip: (Tip not to exceed 20% of pre-tax amount)	Tax:	Transaction Total:
\$	\$	\$	\$

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

Purchaser Signature: _____ **Date:** _____

Responsible Cardholder Signature: _____ **Date:** _____