***Department Name***

# P-Card Transaction Summary

Vendor Name:

Fund/Org/Prog:

Abbreviated Description of what was purchased:

Why did you make this purchase?

If office supplies purchased from other than Summus (HUB Vendor), document reason:



# Total Amount of Purchase: $

|  |  |  |  |
| --- | --- | --- | --- |
| Breakdown: | Account Description | Amount | Account # |
|  | *Registration Fees (For Example)* | $ | *772030* |
|  | *Insert as needed* | $ | *Insert as needed* |
|  | *Insert as needed* | $ | *Insert as needed* |
|  | *Insert as needed* | $ | *Insert as needed* |
|  | *Insert as needed* | $ | *Insert as needed* |
|  | *Insert as needed* | $ | *Insert as needed* |
|  | Food Items | $ | 773152 |
| Who: | | | |
| What: | | | |
| When: | | | |
| Where: | | | |
| Why: | | | |

Signature:

Date:

Print Name:

Please attach receipt showing proof of payment.