***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.