

P-Card Transaction Summary

Reset

Form

Department:

Name of person(s) requesting purchase:

Vendor:

Reason for purchase:

If office supplies purchased from other than Summus (HUB vendor), explain why:

Breakdown

Purchase Description (Ex: Pens, paper, etc)

Amount

FOP (Ex: 15XXXX-XXXXX-XXX)

Account # (Ex: 773000)

Total amount of purchase:

Complete the following if purchase is for food (including candy) or drink.

Who:

What:

When:

Where:

Why:

Name on Pcard:

Signature of cardholder:

Date:

Please attach receipt showing proof of payment