

TO REPORT PROCARD PURCHASES

(One transaction per page.)

All charges must be reported within 48 hours.

 Attach original receipt, packing slip, etc. to back of this form.

Cardholder's name	E-mail/phone	Date Submitted

ID #	Group:
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Vendor	Date of Purchase	\$\$ Amount

Description of Purchase	Budget Category *	Amount

Type of expense might be office supplies, duplicating, DP ads, etc.
Budget Categories are specific to your group's funding and might include publicity, honoraria, social events, concert #1, non-SAC expenses, etc.

* **SAC groups:** It is your responsibility to report Non-SAC expenses here.

* * * * *

Office use only:

Account #: _____

PCARDDR#/Date: _____

Reallocated _____