

Purchase Request

- Bulk P-Card Purchase (Attach receipts)
 P-Card Purchase (Attach receipts)
 Invoice Payment PO# _____
 Purchase Order Request (Attach documentation) *Accountable Officer or Designee Signature required

Purchaser/Cardholder: _____ Date of Purchase: _____

This is a travel related purchase Traveler: _____

Name & Date of Event: _____
(If applicable)

Vendor Information Name: _____ Contact: _____
 Address Info on File Address: _____ E-Mail Address: _____
 City: _____ State: _____ Zip Code: _____ Phone #: _____

Items Purchased: _____
(Be specific, but brief)

Purpose of Purchase: _____
(Be specific, but brief)

If FOOD is purchased, list business purpose, # of participants, names of participants, and participants relationship to USF (staff/faculty/students/guests):

TOTAL AMOUNT OF PURCHASE: _____

Chartfield to be Charged:

Dept.: _____ Fund: _____ Prod.: _____ Init.: _____ GL Acct.: _____
(If known)

Purchaser's Signature: _____ Date: _____
(P-Card Holder or Requestor)

Approval to Purchase: _____ Date: _____
(Authorized Signer)

Approval to Purchase: _____ Date: _____
(Director/Accountable Officer)

NOTE: I certify the purchase did not include alcohol and this expense fully supports my department and USF's Mission.

----- **DO NOT WRITE BELOW THIS LINE - BUSINESS OFFICE USE ONLY** -----

P-Card
 Name: _____
 Date: _____
 Amount: _____
 Audited By: _____
 Approved By: _____

PO
 PO#: _____
 Receipt #: _____
 Preparer Signature: _____
 Approver Signature: _____