

P-Card Transaction and Reconciliation Form

Purchasing Card				
☐ P-Card# ☐ P-Card# ☐	P-Card#	P-Card#	P-Card#	
Purchasa Datails				
	Purchase Details			
Vendor:		T T		
Amount:		Date:		
Accounting Details				
	decounting Details			
Index: Account:		Activity:		
Business Purpose:				
Approvals				
			_	
Purchaser's Printed Name	ser's Printed Name Supervis		sor's Signature (optional)	
Documentation Checklist REQUIRED REQUIRED, IF APPLICABLE				
REQUIRED		REQUIRED, IF AP	PLICABLE	
Receipt	☐ Host	☐ Hosting Groups/Meals at Meeting Form		
Tape to back of this form or attached.		t Card purchased, Gif	t Card Form	
		cara parchasea, on	t card i oiiii	
Notes				
SERVICE CENTER USE ONLY				
Entered into Banner by:		Date:		