

GDCB P-Card Form

Effective Monday, April 11, 2005--This form will need to be completed and submitted to Diane Jepsen in 1210 MBB or Linda Mosman in 1210 MBB with the following: **ORIGINAL ITEMIZED receipt (cashier receipt, order form, supplier invoice, registration form) AND a packing list (for goods received) must be attached for the P-card transaction to be approved.**

Cardholder Name: _____

Vendor: _____ Order Date: _____

Purchase Reason: _____

Account Number: _____ Amount: _____
Account Number: _____ Amount: _____
Account Number: _____ Amount: _____

Total: \$ _____ -

Meeting, Event and Hospitality Expenses Only

Beginning Date: _____ Ending Date: _____

Location: _____ Event Type: _____

Names of Participants: _____
(first and last names) _____

OFFICE USE ONLY Class Code: _____ Date Reallocated: _____ Date Approved: _____