

Pcard / Purchasing Request / Reimbursement Transmittal
Ag Business Center (ABC)

↑ PCard Holder ↑ Phone # ↑ Date of purchase ↑ Dept #

↑ Person completing form (if different from above)

↑) Payee / Vendor

Please check type of purchase below:

If purchase is an Authorized Business Function expense, please complete the Authorized Business Function form below.

REMINDER 20% MAXIMUM GRATUITY ALLOWED (calculated based upon pre-tax amount)

Pcard (Purchase on Procurement Card "Pcard", original receipts attached). PCARD Doc ID# _____

Was sales tax charged? Yes No

If tax was charged:

Under \$20, you must make documented attempt to recover from the vendor. Attach documentation to this form

Over \$20, tax must be recovered from the vendor, reimbursed to CSU personally, or through the state of Colorado directly

Employee Reimbursement (Employee purchase made with personal funds: original receipts attached)

Disbursement Voucher (request check payable to a vendor or individual. Usually <\$5k, original receipts req'd)

Purchase Requisition (to request a Purchase Order: for purchases > \$5k, quote req'd)

Direct Charge (e.g. CSU Bookstore, RAMtech, CSU Chem. Stockroom)

Internal Order/Transfer of Funds/WOA (e.g. CSU Event Services, CSU Motorpool rental, etc.)

Internal Billing (from one department account to another)

<u>Account number(s) to be charged:</u>	<u>Object Code (if known)</u>	<u>\$ Amount:</u>
_____	_____	_____
_____	_____	_____

↑ Explanation: What was purchased & Why (intended use or benefit)? (Use reverse side of form if more room is necessary.)

ONLY PROVIDE the additional information below **IF** purchase is for
Authorized Business Function: Recruiting, Training, Promotion, or Pcard lodging / airport shuttle for
non-employee. (Meetings, meals, conferences, receptions or other events, recruiting, training, or
program participant cost)

↑ NAME OF THE EVENT/FUNCTION

↑ WHEN was the event held ↑ WHERE was the event held

WHO attended the event: Please list names. If more than ten, list a number and categories (e.g. 15 faculty, ~20 students, etc.)

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____

WHAT was the expense

Breakfast _____ Lunch _____ Dinner _____ Coffee Service _____ Snack _____ Other (explain) _____

WHY was the event held: Training/Prof Dev Recruiting Outreach Working Meeting Fund Raiser Recognition Other (explain) _____

HOW A justification of University benefit must be included in the box below (add separate page if necessary)

↑ Official Function Approver Signature (Dept Head or Dean)

↑ Date