Pcard / Purchasing Request / Reimbursement
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 and attach the Authorized Business Function Form. 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 a 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 itemized receipts req'd)

☐ **Disbursement Voucher** (request check payable to a vendor or individual. <$5k, invoice req'd)

☐ **Purchase Requisition** (to request a Purchase Order: for purchases ≥$5k, quote req'd)

☐ **Direct Charge to Department Account** (e.g. CSU Bookstore, RAMtech, CSU Chem. Stockroom)

☐ **Internal Order/Transfer of Funds/WOA** (e.g.LSC Event Services, CSU Motor pool rental, etc.)

☐ **Internal Billing** (from one department account to another)

Account number(s) to be charged:	**Amount to be charged:**
_____	_____
_____	_____
_____	_____

Explanation: What was purchased & benefit or use of item(s)?