Procurement Card Transaction Form

Document Auto Approved: ☐

GEC#:

Cardholder Information:

Cardholder Name:

Cardholder Phone #:

Requested For:

Transaction Date:

Vendor Information:

Vendor Name:

Vendor Contact:

Travel Information:

Traveler Name:

Travel Auth Number: T

Non-Employee Residency Status:

Vendor Name:

Vendor Contact:

Traveler Name:

Travel Auth Number: T

Non-Employee Residency Status:

** A travel authorization needs to be completed before any travel related expenses are incurred **

Detailed Research/Business Purpose & Justification:

PI Signature: ___________________________ Date: ___________________________

Reconciler Signature: ___________________________ Date: ___________________________

Approver Signature: ___________________________ Date: ___________________________

Export Control Questions

1. Is the purchase for an export controlled project (one with a TCP)?
   - YES
   - NO

2. Is the purchased item export controlled?
   - YES
   - NO
   - UNK

   If answering "yes" to 1 or 2 please answer questions 3 through 6.

   If answer to 1 is "no" and 2 is "yes" or if 2 is "unk" also consult with the department Export Control Liaison.

3. Will the purchased item be shipped or taken outside the U.S.?
   - YES
   - NO

4. Does the equipment/hardware have obvious military or space capability?
   - YES
   - NO

5. Is this a laser, sensor, infrared camera, or high performance computer?
   - YES
   - NO

6. If yes to any questions 2 through 5, list ECCN/ITAR Number

Total: 

Shipping: 5560

Handling: 3880

Tip < 20%: 3880

Distribution of Tip: Same as Account Allocation

Grand Total:

Commonly Used Object Code Reference

3570 Scientific Equip Repair
3620 Vehicle Repairs
4110 Publications
4840 Copy Charges
3950 Cell Phones
3990 Data Charges
4620 Software
5150 Computer Supplies
5170 Events
5180 Educ Supplies
5190 Research Supplies
5490 Operating Supplies
5520 Conference Reg
5540 Membership Dues
5560 Shipping
5820 Postage/Mailing
5610 Subscriptions
5890 Dept Books
5720 Computer $1k-$5k
5760 Computer Peripherals
5775 Non-Capt Furnishings

PI Signature: ___________________________ Date: ___________________________

Reconciler Signature: ___________________________ Date: ___________________________

Approver Signature: ___________________________ Date: ___________________________

** I certify that the above items will be used for official university purposes only and I am authorized to use the above account. **