

PCARD/SPCARD PURCHASE REPORT

- Limit of one transaction per form.
- All charges must be submitted to OSA on a report form within 48 hours.
- Attach receipt(s) and all other documentation to the back of this form

| Cardholder's name | E-mail | Date Submitted |
|-------------------|--------|----------------|
| | | |

| |
|------------------------------------|
| Organization to be charged: |
|------------------------------------|

| Supplier | Date of Purchase | Amount |
|----------|------------------|--------|
| | | |

| Description and Business Purpose | SAC Budget Category |
|---|--|
| What you bought and why (what program was it for, etc.) | Categories are specific to your group's funding. Check your budget brief if you're unsure. |
| | |

FSC USE ONLY

Account #: _____

PCARDDR#/Date: _____

SAC Transaction #: _____