

PCard/Invoice Use Form

Name: _____

Date Out: _____ Date In: _____

Authorized Use: _____

UA Business Purpose: _____

All attendees for meals purchased with PCard or Invoiced: _____

PCard Guidelines

- _____ PCard shall be returned to Natalie Olson or Gennday Sare 24 hours after checkout. If the PCard is checked out on Friday afternoon, it shall be turned in by 9:00am Monday.
- _____ All transactions made with the PCard shall have itemized receipts turned in to Natalie Olson or Gennady Sare within 24 hours of the transaction. If the transaction occurs over a weekend, the receipts shall be turned in by 9:00am Monday.
- _____ Absolutely **NO ALCOHOL** and **NO GIFT CARDS** can be purchased with the PCard
- _____ Transactions totaling \$50.00 or less may **NOT** be charged to the PCard. (All transactions of \$50.00 or less must have original receipts and supporting documentation turned in to Debbie Varelas for *reimbursement*.)
- _____ Failure to comply with these requirements may result in loss of use of the PCard.

Invoice Guidelines

- _____ If the meal is to be Invoiced to SILLC, you must **PRINT** your name and the event name on the signature portion of the receipt in clear and legible handwriting
- _____ If a purchase of alcoholic beverages is anticipated, you must check with Gennady Sare in advance to determine if funds are available to cover such expenses.
- _____ Additionally, you must have your Department Head's signature allowing the purchase of alcohol

Department Head's Signature

****By signing this form you agree to the terms and conditions listed above****

Signature: _____

Date: _____