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 Gennady 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: ________________________________