



Resource Management & Development Purchase Request Form

P-Card Purchase	Purchase Order	Other
(Attach receipts)	(Quotes)	(Attach documentation)
*Accountable Officer or Designee Signature required		

Purchaser/Cardholder: _____ Date of Purchase: _____

This is a travel related purchase. Traveler: _____ Traveler EID: _____ TR#: _____

Name & Date of Event/Meeting/Conference	
Name & Date of Event/Meeting/Conference	
Name & Date of Event/Meeting/Conference	

Vendor Information Name: _____
 New Vendor Address: _____
 Address Info on File City: _____ State: _____ Zip Code: _____

Business Purpose of Purchase. Additionally, If FOOD is purchased, please provide event agenda or flyer, approximate number of participants, & relationship to USF (staff / faculty / students / guests):

Total Amount of Purchase: \$ _____

Chart field to be Charged:

Dept	Fund	Product	Initiative	GL Account	Amount

Please send PCard receipts to SA-SSCBO@usf.edu; Send all PCardTravel receipts to SASSC-Travel@usf.edu

Purchaser's Signature: _____ Date: _____

Accountable Officer/Supervisor Signature: _____ Date: _____

NOTE: I certify the purchase did not include alcohol and this expense fully supports my department and USF's Mission.

Resource Management & Development Office Use Only		
PCard	PO	Internal Billing
Name:	PO#:	Invoice Received:
Date:	Receipt#:	Chartfield sent to Invoicing Dept:
Amount:	Preparer Signature:	
Verified By:		
Approved By:		