

## Purchasing Reconciliation/Request Form

**P-Card Purchase**  
(Attach receipts)

**Purchase Order**  
(Attach quotes)

**P-Card Holder:**

**Date of Purchase:**

**Travel Related Purchase?**

(If this purchase is travel related, please provide Traveler Name, Employee ID#, and Travel Request #)

**Dept Name / Student Org:**

**Vendor Name:**

**Name of Event:**

**# of Participants:**

**Date of Event:**

**Description of Purchase & University Purpose:**

\*University Purpose should include how purchase best suits University/Department Mission and Initiatives.

\*If FOOD is purchased, list business purpose, # of participants, relationship to USF (staff/faculty/students/guest) and attach agenda.

### Chartfield Information

Oper Unit:

Fund:

Account:

Dept:

Prod:

Initiative:

Amount of Purchase:

**Cardholder Signature:**

**Date:**

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

**Accountable Officer or  
Supervisor Signature:**

**Date:**

(!) Upload signed PRF with receipt attached to cardholder's PCard receipt folder (Box) with file name format:  
(mm-dd-yy - Vendor Name - \$Amount of Purchase; ex. 03-21-22 - Amazon - \$20.22).