

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).