



Procurement Card/ProCard Transaction Report Form for ProCard Users

INSTRUCTIONS:

- Use this form for **each** transaction.
- Attach original receipt(s) with this form.
- Submit documentation within five (5) working days of date of transaction.
 - If the purchase is made while traveling, submit paperwork immediately upon return.
- For entertainment expenses, include the following three items:
 1. Itemized receipt(s)
 2. Names of all attendees
 3. Name of the event

***NOTE: NEVER use ProCards for any travel expenses (hotel, airfare, etc.) except for event registration.**

Transaction Information (To be filled out by cardholder/purchaser)	
Card Holder's Name:	Today's Date:
Event Name:	
Vendor:	Transaction #:
Was Sales Tax Charged by Vendor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If order was placed by someone other than you, write the name of that person:	Budget # (if known):
Description of transaction/item:	

FOR OFFICE USE ONLY	
Transaction ID#:	Total Payment:
Reconciled by:	Date:
Notes or Comments:	