

## P-Card Purchase Description Form

Purchaser  
Name:

Date of  
Purchase:

Description- (ex: plastic bags for sample  
collection during field work)

Project:  
Job/Travel #

Supplier-

Index(s) to be charged:

If Meal- List All in attendance

VVVVVVVVVVV

Below this line to be Completed by Business Assistant

VVVVVVVVVVV

Card last 4  
digits

Cardholder

Card OCC

Acct Name

Card  
Index #

Cardholder  
Signed Y / N

Acct Code

Total Amt