

| P-Card Purchase Description Form | | | |
|---|---------------------------------|-------------------------|-------------------------|
| Purchaser Name: | <input type="text"/> | Date of Purchase: | <input type="text"/> |
| Description- (ex: plastic bags for sample collection during field work) | Project: | <input type="text"/> | |
| | Job/Travel # | <input type="text"/> | |
| Supplier- | Index(s) to be charged: | | |
| | If Meal- List All in attendance | | |
| vvvvvvvvvv Below this line to be Completed by Business Assistant vvvvvvvvvv | | | |
| Card last 4 digits | <input type="text"/> | Cardholder | <input type="text"/> |
| Card OCC | <input type="text"/> | Acct Name | <input type="text"/> |
| Card Index # | <input type="text"/> | Cardholder Signed Y / N | <input type="text"/> |
| Acct Code | <input type="text"/> | Total Amt | \$ <input type="text"/> |

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