



**P- CARD CHARGE**

Date of Purchase: \_\_\_\_\_ Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

For Purchase of: \_\_\_\_\_

Account Code: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total Charged: \_\_\_\_\_

***\*Attach Itemized receipt along with signed receipt copy for all charges***

**Other required details:** For meal charges, please answer the following questions:

- What was the business purpose?  
(I.e. Working staff lunch, Boys/Girls Basketball team dinner due to travel to Madras)

\_\_\_\_\_

- Who was present at the meal? (if team, attach roster of students who received meal)

\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building/Program Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Reminders:**

- P-CARD's are prohibited from use for personal expenses.
- Alcohol is prohibited from being purchased via a District P-Card.
- Failure to provide a detailed receipt may result in charges on P-CARD being denied and then charged to employee and may also result in loss of P-CARD permissions.

**This completed form, with attached documentation, is due to the Finance Department within four (4) days of incurred charge.**