



1906 College Heights Blvd  
Bowling Green, KY 42101  
(270) 745-4260

# PCard Department Card Purchase Form

Complete one form for each receipt.

Last 4 digits \_\_\_\_\_

### Transaction Information

Transaction Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Merchant \_\_\_\_\_

List Items Purchased

### Business Purpose for Purchase: Check all that apply

- Office Supplies
- Classroom Supplies
- Computer-Related Supplies
- Postage
- Promotional Items (pens, t-shirts, etc.)
- Professional Development
- Recruitment
- Event: \_\_\_\_\_  
Event Date \_\_\_\_\_
- Student Organization: \_\_\_\_\_
- Other: \_\_\_\_\_
- Required Purchase of Food\*

\*If the event involved the purchase of food, you must also complete a FOOD REQUEST FORM with a roster of participants.

Attach Receipt Here  
(staple behind if larger than this box)

For Recording Purposes		
Index _____	Acct Code _____	Amt \$ _____
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