



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

PCard Department Card Purchase Form

Complete one form for each receipt.

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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