PROCUREMENT CARD PURCHASE DOCUMENTATION

Please complete this form and return within one week of purchase to the person responsible for clearing your pcard receipts. RECEIPT MUST ACCOMPANY THIS FORM. ONE VENDOR TO A PAGE.

Name: __________________________ Date: __________________________
P.I.: __________________________ Vendor: __________________________

<table>
<thead>
<tr>
<th>Funding Code(s)</th>
<th>Amount</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Here are some important questions that should be answered to complete the transaction.

For Travel
Traveler’s Name __________________________
Destination __________________________
Departure date and time __________________________
Return date and time __________________________
Business purpose of trip __________________________

For Business Meals/Meetings (REMINDER: NO ALCOHOL ON FEDERAL GRANTS)
NOTE: YOU MUST ATTACH AN AGENDA IF YOU USE THIS OPTION
Date __________________________
Location __________________________
Attendees’ Names (or number if over 10) __________________________
Planned Agenda (topics discussed) __________________________
Business relationship of attendees to Duke: __________________________

For Public Relations & Social Expenses (REMINDER: NO ALCOHOL ON FEDERAL GRANTS)
Date: __________________________
Location: __________________________
Attendees’ Names (or number if over 10) __________________________
Business Purpose: __________________________

For Dues/Memberships (GL 690600) (MUST BE APPROVED BY CHAIR)
Approved by: __________________________
Printed Name/Title: __________________________
Date __________________________

Business Office Use
Only

code

obj

date keyed

by