

# 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: \_\_\_\_\_

Funding Code(s) (first 7 digits)	Amount	Item Description
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

**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.....Harris Cooper, Chair  
Date \_\_\_\_\_

Business Office Use Only code _____ obj _____ date keyed _____ by _____
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