

Prior to submitting to Cindy, you MUST review/approve ALL pcard transactions at <https://access.usbank.com> within 2 weeks of the transaction date.

PCard Purchase Documentation

Cardholder Name: _____ Date of Purchase: _____

Vendor (place of purchase): _____

Vendor Address: _____

Purpose of Expense: _____

Description of Purchased Items:

Qty	Description	Price

Chartfield(s) to Charge:

\$	Department	Account	Class	Fund	Program	Project

Cardholder Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Approved on USBank Access: _____ Date: _____

ANY PURCHASES OVER \$500 REQUIRE PRE-APPROVAL by completing a Credit Increase Request. Note that credit increases require approval of the campus Chief Business Officer and are usually temporary increases. <https://mycampus.maine.edu/group/mycampus/forms-policies-and-service-contracts>

Attach the original receipt to this form. If no receipt is available, fill out and attached the “substitute documentation” form found at <https://mycampus.maine.edu/group/mycampus/forms-policies-and-service-contracts>

Submit all documentation to: Cindy Paschal, 201