**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>**https://mycampus.maine.edu/group/mycampus/forms-policies-and-service-contracts**

**Submit all documentation to: Cindy Paschal, 201**