**Prior to submitting to Cindy, you MUST review/approve ALL pcard transactions at** [**https://access.usbank.com**](https://access.usbank.com) **within 2 weeks of the transaction date.**

**PCard Purchase Documentation**

**Cardholder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Purchase:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Manager Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved on USBank Access:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANY PURCHASES OVER $500 REQUIRE PRE-APPROVAL FROM STEPHANIE LEBLANC AT** **STEPHANIE.M.LEBLANC@MAINE.EDU**

**Attach the original receipt to this form. If no receipt is available, fill out and attached the “substitute documentation” form found at http://forest.umaine.edu/news-resources/**

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