

**Prior to submitting to Karen, 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: \_\_\_\_\_

Grant Manager 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: Karen Cliff, 201**