

Purchase Approvals (refer to departmental procedures for pre-authorization requirements):

Purchase Information	Cardholder Information
CARD NUMBER: P _____ (last 7 digits)	NAME: _____
PURCHASER: _____	DEPT: _____
DATE: _____	PHONE: _____
VENDOR: _____	
Items (Brief listing of items purchased):	

Business Purpose (Brief description of use and location of items purchased):	

Required Signatures (Cardholder must sign voucher):	
_____ Purchaser Signature	_____ Approver Signature*
_____ Date	_____ Date

Other Information (as per department requirements):

ACCOUNTING & EDITING INFO
Number of Receipts / Tickets: _____

Item	G/L Account	Cost Center / WBS Element	Assignment / Internal Order	Purchase Amount
Grand Total Invoice:				_____

PN	Description	Quantity	Price	Total
				\$
				\$
				\$
	Total			\$

GL	Description	GL	Description	GL	Description
530016	Travel-IS Car Rental	530040	Travel-Student	535024	Special Activities
530017	Travel-IS Registration	530041	Travel-Non-UK Employee	535025	Subscriptions **
530022	Travel-OS Lodging	530137	Survey Analysis/Eval	535034	Misc. (Ex: Flowers) *
530023	Travel-OS Air UK	530141	Honoraria *	540312	Classroom/Teaching Suppl.
530024	Travel-OS Air, Non-UK	530170	Train Participants	540316	Books, pamphlets, reprints
530027	Travel-OS Registration	530191	Food, lodging etc/Workshop	540334	Office Supplies **
530032	Travel-Foreign Lodging	530402	Postage **	540347	Food/Refreshments **
530033	Travel Foreign Air, UK	530501	Official Guest Expense **		
530034	Travel-Foreign Air, Non-UK	530502	Recruitment		
530036	Travel-Foreign Car Rental	530503	Registration, local mtgs	*	NOT ON GRANTS
530037	Travel-Foreign Registration	531201	Printing		**
					** Not allowed on grant w/o special justification – check with Bus. Mgr.

*Approver signature must be from someone with firsthand knowledge of the business purpose for the purchase.