

PCard	
Trans ID:	

PCARD PLUS Use Form

(To be completed by Cardholder)

Merchant Name:			
Meeting/Event Type:	<input type="checkbox"/> Business Meeting <input type="checkbox"/> Business Entertainment <input type="checkbox"/> Employee Recognition <input type="checkbox"/> Retiree Farewell <input type="checkbox"/> Special Event		
Meeting/Event Title:		Date of Meeting/Event:	
Purchase Description & Purpose: (Please be specific & indicate the business purpose served. If only UA personnel are present, clearly justify why expenditure is appropriate. Attach agenda/program when available).			
Participating University of Arizona Personnel:	Name	Department	Title
Participating Persons Not Employed by University of Arizona:	Name	Affiliation	Title
Large Group Attendees (20 or more): (If a large group is present and an attendee list is not available, state the approximate attendee count and their UofA department of affiliation)	Department or Affiliation	Number of Attendees:	
FRS Account (s): (No State or Sponsored Accounts)		Object code: (Use 5170, for Business Meeting; Use 5550, for Business Entertainment)	
Transaction Total:	\$	Tax:	\$ 0.00
I attest that the purchase listed above is for legitimate University of Arizona business and that no alcohol was purchased on the Purchasing Card.			
Authorized Purchaser Signature: _____		Date: _____	