

# P-Card Purchase/Reimbursement Receipt Submission Form

Request for Pcard Purchase:

P-card Receipt Submission:

Reimbursement Submission:

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

**Total Amount:** \_\_\_\_\_  
(please attach receipt here with tape or use a blank piece of paper for multiple receipts)

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

**Submitted Date:** \_\_\_\_\_

**Date of Receipt:** \_\_\_\_\_

**Description and purpose of items purchased and name of program/project to be used:**

**Index#/Name:** \_\_\_\_\_ **Account#:** \_\_\_\_\_

## For Office Use Only

**Purpose (Split #1)**

**Index#/Name** \_\_\_\_\_ **Acct#:** \_\_\_\_\_ **Amt:** \_\_\_\_\_

**Purpose (Split #2)**

**Index#/Name** \_\_\_\_\_ **Acct#:** \_\_\_\_\_ **Amt:** \_\_\_\_\_

**Purpose (Split #3)**

**Index#/Name** \_\_\_\_\_ **Acct#:** \_\_\_\_\_ **Amt:** \_\_\_\_\_

\$ 0.00