

Harshbarger-Mines Business Center

PCARD Form

1. Complete form and attach itemized receipts.
2. **DURING REMOTE WORKING:** Please email form & receipts to HMBC-Receipts@engr.arizona.edu
3. Retain all original receipts. **ONCE WE RETURN TO CAMPUS,** submit to HMBC, Mines Bldg. Room 141.

ChEE

CAEM

MGE

MSE

Card Name: _____

Purchase Date: _____

Card User: _____

Email: _____

Vendor Name: _____

Detailed business purpose (*REQUIRED): (describe exactly how this purchase benefits the account being charged):

Travel Authorization # _____

Travel Authorization required for all travel related purchases.

Item Description	Amount	Account	OC
Subtotal			
Shipping			
*PI/Supervisor Signature: _____			
Tip <20%			
Sales tax			
Total			

Was the card used at a restaurant and or is the purchase for a business meeting expense? Yes

If yes, attach a list of attendees and their affiliation to the university. Attach agenda if available

Meeting /Event Title: _____

Meeting/Event Date: _____

Business Office use only:

E-Doc # _____

Reconciler: _____

PCard Transaction # _____

Approver: _____