

Procurement Card Transaction

Date of Request:	
Date of Charge:	
Requestor:	
Chair or Assoc Chair Signature:	
Vendor:	
Total Charge:	
Dept/Cost Center:	
Cost Center Manager Approval:	
Course Number:	
Purpose/Benefit:	

[Vendor Hold Search Completed](#)

Response: Choose an item.

(Print a copy of the search and attach to this form)

Affix charge receipt here.