

**PCard
Trans ID:**

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PCARD PLUS Use Form

(To be completed by Cardholder)

Merchant Name:	
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Meeting/Event Type:	Business Meeting <input type="checkbox"/> Business Entertainment <input type="checkbox"/> Employee Recognition <input type="checkbox"/> Retiree Farewell <input type="checkbox"/> Special Event <input type="checkbox"/>
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Meeting/Event Title:	Date of Meeting/Event:	
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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)	
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Transaction Total:	\$	Tax:	\$
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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: _____
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