HAS - AIR PCARD PURCHASE AUTHORIZATION FORM

Provide Original Receipts for Each Transaction

HAS TRANS # _____ Purchase Date: _____

E-DOC # _____

Cardholder Name: HAS - AIR Phone Number: _____

Card User: _____

Vendor Name and Contact Information: _____

Detailed Business Purpose: (If Event or Conference Include Location, Dates and Titles)

Item Description	Amount	Taxable	Account	Object Code	Project Code
Subtotal	0.00				
Shipping					
Tip < 20%					
Sales Tax					
Total	0.00				

PCard Plus (To Be Used for Restaurant Purchases):	
Meeting/Event Date:	
Meeting /Event Title:	
Provide copy agenda/program if applicable.	
Name of Attendees	Affiliation to the UA
Number of Attendees if over 20:	

Travel
Travel Authorization number:
Non-Employee Residency Status:
Business Purpose for any Upgrades:

If additional room is needed for any information, please attach on separate sheet

Approver Initial/Date: _____
Sarah Warren, Administrative Assistant

Reconciler Initial/Date: _____
Sandy Holford, Business Manager

PI Signature (Blue Ink): _____