HAS-PCARD PURCHASE AUTHORIZATION FORM

Provide Original Receipts for Each Transaction *01.25.2018*

HAS LOG #		***PURCHASE DATE***	
E-DOCK #		***CARD USED***	HAS-AIR ☐ HAS-WATER ☐ EKLUND ☐
TRANSACTION #		***CARD USER***	
VENDOR		***RECEIPT NO.***	
PI ON ACCOUNT		***TRAVEL AUTH #***	

List Each Item Purchased	*Amount*	*KFS Account*	*Sub Account*	*Object Code*
Subtotals	0.00			
Sales Tax				
Shipping				
Tip < 20%				
Total Amount Charged	0.00			

PURPOSE FOR PURCHASE. *Indicate how it relates to and benefits the account charged. If an event or conference, list location, dates and title. If for a restaurant purchase list event, date, title of event, agenda and list of attendees.*

PI SIGNATURE (Blue Ink):

Business Office Use Only

Reconciler Initial/Date:	*Approver Initial/Date*