

HAS-PCARD PURCHASE AUTHORIZATION FORM

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

<i>List Each Item Purchased</i>	Amount	KFS Account	Sub Account	Object Code
Subtotals				
Sales Tax				
Shipping				
<i>Tip < 20% of Subtotal only</i>				
Total Amount Charged				

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 (Adobe Sign)

Business Office Use Only

E-DOCK #	TRANSACTION #