Complete Highlighted Areas

Sample

HAS-PCARD PURCHASE AUTHORIZATION FORM

Provide Original Receipts for Each Transaction

01.25.2018

HAS LOG #	122	**PURCHASE DATE**	01.30.19
E-DOCK #		**CARD USED**	HAS-AIR ☐ HAS-WATER ☑ EKLUND ☐
TRANSACTION #		**CARD USER**	Erma Santander
VENDOR	Office Depot	**RECEIPT NO.**	12345678
PI ON ACCOUNT	Betterton	**TRAVEL AUTH #**	If Applicable

List Each Item Purchased	Amount	KFS Account	Sub Account	Object Code
Stapler	5.00	1234567	If Applicable	
Calendar	7.00			
Pens	12.00			
Subtotals	24.00			
Sales Tax	2.40			
Shipping	7.00			
Tip < 20%				
Total Amount Charged	33.40			

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.*

Supplies for the main office.

PI SIGNATURE (Blue Ink): **Have PI on Account Sign here for Approval.**

Business Office Use Only

Reconciler Initial/Date:	*Approver Initial/Date*