Pcard Template

Indicates required

** Cardholder's Name:

** Description:

**Business Purpose:

**Date Received:

**Project # or Funding Source:

**Cardholder's approval by signature/email:

**PI and/or Budgetary authority approval by signature/email:

If Applicable: Vehicle #, Rental Car #, TA or ER #:

Pcard - Helpful Hints

Entertainment Purchases	**[PCard FAQs	UF Procurement UF Procurement](#)**

List of attendees is required for the funding source. Anytime UF entertains we need to know who was there. Entertainment expenses, agenda/seminar announcement is needed for backup documentation.

Tax Exempt Card	**[Consumer's Certificate of Exemption](#)**

Always attempt to give our tax exempt number, when purchasing and/or traveling.

Fuel Charges

A state vehicle number or rental card agreement number is required.

Travel Related Charges

If any of your pcards are related to a TA or ER it it recommended that we enter that into the description with the pcard transaction.

Lost Pcard Receipt Form	**[PCard Replacement Receipt Form](#)**

If any of your pcards are related to a TA or ER it it recommended that we enter that into the description with the pcard transaction.

Funding Source/Project # & Justification/Business Purpose

A Funding Source and Justification is required for all UF purchases.The business purpose should clearly establish why an expense is occurring, NOT restate the purchase.

Examples: Acceptable Business Purpose
1. Nitrogen used in the preservation of tissue samples
2. Shipping of protein samples to Scully-Castle Research for testing of river-tam microbial
3. Dreamweaver software needed for online annual financial report
4. Lunch for annual department strategic goals retreat

Examples: Unacceptable Business Purpose
1. To support research
2. Shipping charges
3. Pens, markers, paper
4. Sandwiches and drinks

If you receive an invoice from the vendor, please forward to IFAS-SSC for processing