

**I. Cardholder Information**

Cardholder Name: _____	Today's Date: _____
Email Address: _____	Account Number: _____
Phone Number: _____	Mail Code: _____

**II. Merchant Information**

Merchant Name: _____	Date of Purchase: _____
Transaction Total: _____	

**III. Details about Item(s) Purchased**

Please provide details about the item(s) purchased and how it relates to the project or department:

Quantity: \_\_\_\_\_

Item Price: \_\_\_\_\_

Description: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Total Price: \_\_\_\_\_

**IV. Cardholder Signature**

By signing below, I certify that the above goods or services were purchased with an SJSURF Pcard in my name and that the goods or services were for official SJSURF business. I understand that excessive lost receipts may result in revocation of my Pcard.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**V. Account Signer Signature**

By signing below, I certify that I have approved the above purchase and that the purchase was for the above referenced account.

Account Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VI. Notes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For SJSURF Internal Use Only**

Analyst/Date: _____	AP/Date: _____	Pcard Admin/Date: _____
---------------------	----------------	-------------------------