

CHEMICAL AND BIOLOGICAL ENGINEERING -- P-CARD WORKSHEET

Completely fill out the form, **attach an itemized receipt** or printed confirmation of the order and it's price, to this form and place in the P-Card bin in 2114 or 2058 Sweeney.

Remember - purchases are **TAX EXEMPT**

Your Name (P-Card Holder) _____

Approval by Fund Owner _____

Vendor Name _____

Date Ordered _____

Account No.	Amount
_____	_____
_____	_____
_____	_____

Catalog Number & Description of Item(s)	Qty	Unit Cost	Est. Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL			\$ _____

BUSINESS PURPOSE: WHO, WHAT, WHEN, WHERE, AND WHY ARE ALL REQUIRED (if Hospitality, please list names of ALL attendees.

Example: Nozzles purchased today will be used on the calorimeter in room 3115 Sweeney for Dr. Joe Sample's NSF catalytic project research activity.

<i>Departmental Use Only</i>		
Tran/Ref # _____	Object Code _____	Hazardous Materials Surcharge _____
Validator _____	App. By Fiscal Coord. _____	Copy Made for Account Owner _____
Not a CBE Administered Acct: <input style="width: 40px; height: 15px;" type="checkbox"/>		<i>Revised 6/28/2016</i>