

<b>PCard</b>	
<b>Trans ID:</b>	

# PCARD PLUS Use Form

(To be completed by Cardholder)

<b>Merchant Name:</b>			
<b>Meeting/Event Type:</b>	Business Meeting <input type="radio"/> Business Entertainment <input type="radio"/> Employee Recognition <input type="radio"/> Retiree Farewell <input type="radio"/> Special Event <input type="radio"/>		
<b>Meeting/Event Title:</b>		<b>Date of Meeting/Event:</b>	
<b>Purchase Description &amp; Purpose:</b>  (Please be specific & indicate the business purpose served. If only UA personnel are present, clearly justify why expenditure is appropriate. Attach agenda/program when available).			
<b>Participating University of Arizona Personnel:</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
<b>Participating Persons Not Employed by University of Arizona:</b>	<b>Name</b>	<b>Affiliation</b>	<b>Title</b>
<b>Large Group Attendees (20 or more):</b> (If a large group is present and an attendee list is not available, state the approximate attendee count and their UofA department of affiliation)	<b>Department or Affiliation</b>	<b>Number of Attendees:</b>	
<b>FRS Account (s):</b> (No State or Sponsored Accounts)		<b>Object code:</b> (Use 5170, for Business Meeting; Use 5550, for Business Entertainment)	
<b>Transaction Total:</b>	\$	<b>Tax:</b>	\$ 0.00
I attest that the purchase listed above is for legitimate University of Arizona business and that no alcohol was purchased on the Purchasing Card.			
<b>Authorized Purchaser Signature:</b> _____		<b>Date:</b> _____	