

TEMPLATE FOR ENTERTAINMENT EXPENSE ON PCARD:

Date of Request:

Department Number:

Department Name:

Requested Purchase:

Purpose of purchase:

Last 4 digits of PCard No.

Cardholder name:

Merchant name:

Quantity:

Unit Price:

Total Amount:

Source of funding (include program/budget/project):

Why is entertainment an allowable expense on this coding:

If applicable, explain your process for selling tickets to students.

What will be done with any leftover tickets?

Has this process ever been reviewed by an internal auditor? (who/when)

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Cardholder Signature

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Approving Official Signature