

TEMPLATE FOR GROUP TRAVEL OR ACTIVITY 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):

Justification for group travel or activity expense on this funding:

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Cardholder Signature

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Approving Official Signature