

PURCHASING CARD TRANSACTION SHEET

PLEASE ATTACH THE ITEMIZED CREDIT CARD INVOICE AND/OR RECEIPT FROM THE VENDOR
SEND TO THE CAHNRS BUSINESS CENTER FOR PROCESSING
FSHN 302B or Purchasing.bc@wsu.edu - Johnson Hall 201

Your help is needed to keep all purchasing transactions correct.

Date: _____ Last 4 Digits: _____

Name on P-card : _____

Requested by: Name: _____ Phone: _____

Vendor name: _____

Purchase description: _____

Budget/project/object and sub-object: _____
Budget Project Object SubObj

Budget Project Object SubObj

Budget Project Object SubObj

Amount: \$ _____

Addtl Comments (if split coding describe): _____

Reconciler : _____

Please contact the Business Center with any questions or concerns
Purchasing.bc@wsu.edu
For information on the locations of the CAHNRS Business Center, visit
<http://business-center.cw.wsu.edu/>