

# 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  
[Purchasing.bc@wsu.edu](mailto:Purchasing.bc@wsu.edu) or 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: \_\_\_\_\_

Purchase purpose:    Lab                      Office                      Farm                      Classroom

| 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](mailto:Purchasing.bc@wsu.edu)  
 For information on the locations of the CAHNRS Business Center, visit  
<http://business-center.cw.wsu.edu/>