

# DOCUMENTATION OF PCard PURCHASE

When purchasing items requiring completion of form, the form and all required supporting documentation must be included with PCard Monthly Reconciliation Report.

<b>CARD&lt; C@89F</b>		<b>LAST FOUR DIGITS OF PCARD</b>	
<b>D75F8; FCI D</b> <small>(from PCard report)</small>			

**DOCUMENTATION OF BUSINESS PURPOSE - Detailed description of how purchase benefits the university.  
(If for an event, include Event Name in Business Purpose Description.)**

If purchase is related to an event as described in Business Purpose Above:

**Date of Event:** \_\_\_\_\_ **Location of Event:** \_\_\_\_\_

VENDOR NAME	ESTIMATED COST **	ACTUAL COST	FUND NUMBER	TRANSACTION NUMBER (TXN)

**\*\* If exact amount is not known prior to purchase, estimate maximum amount to be spent.**

<b>LIST OF PARTICIPANTS</b> (List of attendees and their position/role. Example of role: Faculty, Staff, Student, Textbook Rep, NC Educ Board Member, etc., Attach a continuation page if necessary.)			
PARTIPANT NAME	PARTICIPANT ROLE	PARTIPANT NAME	PARTICIPANT ROLE

Continuation Page Attached? **Check One** YES      NO

**CERTIFICATION STATEMENT--Under penalties of perjury, I certify this is a true and accurate statement of expenses incurred while conducting official Appalachian State University Business.**

\_\_\_\_\_  
Signature of Purchasing Cardholder      Date      Purchasing Cardholder Printed Name

**CERTIFICATION STATEMENT--I have examined this documentation for the event and certify that it is just and responsible.**

\_\_\_\_\_  
Signature of Purchasing Card Approver      Date      Purchasing Cardholder Approver Printed Name