

# 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. (List of items requiring form located at [https://materials.appstate.edu/sites/materials.appstate.edu/files/PCard\\_REQUEST\\_FOR\\_PURCHASE\\_20190410\\_FILLABLE\\_0.pdf](https://materials.appstate.edu/sites/materials.appstate.edu/files/PCard_REQUEST_FOR_PURCHASE_20190410_FILLABLE_0.pdf))

<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> (Please list the names of the people in attendance. Attach a continuation page if necessary.)	

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