

UNH Cooperative Extension's Pcard Receipt Form

Name of pcard holder: _____ Date of Purchase: _____

Where item was purchased (if not clear on receipt): _____

What was purchased (if not clear on receipt): _____

Business Purpose **(be descriptive)**: _____

Complete below section for all business meals, refreshments for meetings, volunteer food, etc.:

Name of workshop/meeting: _____

Location of meeting: _____

Date of meeting: _____

Names of attendees (if under 6) or enter total # of attendees: _____

Brief description of what was discussed at meeting or attach agenda: _____

Fund/org to charge: _____

(It is the pcard holders responsibility for securing the correct fund to charge. Please make sure this is filled in before sending to the BSC for processing)

If receipt is smaller than 8 ½ x 11, please tape (no staples) receipt on back
(receipt may be cut to fit the page). Only 1 receipt per page as charges come through separately.
Please make sure not to tape over print as it disappears!

For all supply and/or online orders, we need confirmation that you have received all items, please check the box below and sign to confirm receipt.

I have received all items associated with this order. _____

Signature