

FSC Procurement Card Purchase Receipt Form

[Procurement Card Handbook](#)

Date to FSC: _____

Cardholder Name: _____

Dept: _____

Please attach ONE itemized receipt per Form

Or check here if ☐ ☐

Allocate purchase to the following speedtype(s):

Date of purchase: _____ Speedtype: _____ Amount: _____

Use additional to split/allocate a purchase to multiple funds:

Speedtype: _____ Amount: _____

Speedtype: _____ Amount: _____

Description of Item(s) – if purchase is for food/beverage

“Official Function” documentation required (this additional form must be filled out):

Business Purpose – please explain how this expense relates to official University business?