

## Purchase Documentation - Multi-use Form

Please attach this form to receipts and submit to the Math finance office. Itemized Receipt as well as a Paid Receipt is required

Name of Purchaser

Pcard used

Reimbursement Request

Date of Purchase

Vendor Name

Total Purchase Amount

Account to Charge

Reason for Purchase -  
Please provide details  
**BE SPECIFIC**

Is this an Official Function:       No       Yes

Is this for Grading?                      No              Yes              Course # \_\_\_\_\_

### **Who Attended?**

List Visitor/Guest Names:

# of Faculty Attending

# of Staff Attending

# of Grads Attending

# of Under Grad Attending

Date of Event

Where was Event Held?

What was the Expense?

Why was the Event Held?

How did this benefit the University?