

## WEC PURCHASING CARD FORM (PCARD)

Use this form to submit receipts for Pcard purchases.

### SECTION 1 INSTRUCTIONS

Pcard holders must submit their receipts within **THREE** days of making the charge.

1. Fill out **ALL** applicable sections; Incomplete forms will be returned
2. Please **ATTACH** an **ITEMIZED RECEIPT** to this form or email.
3. DO NOT FORGET TO SIGN form Email Approval can substitute signature.
4. Send to [WECFiscal@ifas.ufl.edu](mailto:WECFiscal@ifas.ufl.edu) to include all the information on this form and detailed receipt.

### SECTION 2 INVOICE INFORMATION

Cardholder's Name: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_ PI Name: \_\_\_\_\_

Name of person requesting purchase – if different from pcard holder. \_\_\_\_\_ Is this purchase associated with travel? (if so, please provide the TA # or the travel approval email.) TA # \_\_\_\_\_

### SECTION 3 CHARTFIELD TO CHARGE THIS CHARGE TO

Dept ID	Fund	Program	CRRNT/CYFWD	Project # or Name	Flex Code	CRIS	Funding Notes

### SECTION 4 INVOICE INFORMATION

Vendor Name: \_\_\_\_\_ Total Amount of Purchase: \$ \_\_\_\_\_

Vehicle or Tag # \_\_\_\_\_ Boat # \_\_\_\_\_

Please describe the items you purchased and how they will be used. [Please explain in detail below:](#)

Benefit to UF/Project – How does this purchase benefit the chartfield you are charging above? [Please explain in detail below:](#)

Notes: *Please provide any additional information, if needed:*

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Helpful links:

<https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/procedures/allowable/>