

# Internal Transaction & PCARD form

Write in pens only. No pencils or erasers.

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Preparer: \_\_\_\_\_ Email: \_\_\_\_\_

Mailbox: \_\_\_\_\_ Phone: \_\_\_\_\_

Specify funding source(s) and amount(s):

☐ Early Marathon \_\_\_\_\_

☐ Regular Marathon \_\_\_\_\_

☐ Emergency Request \_\_\_\_\_

☐ Club Fundraising \_\_\_\_\_

☐ Gift Fund \_\_\_\_\_

☐ Other (Specify) \_\_\_\_\_

Specify transaction type:  
(choose only one)

☐ PCARD

☐ ER (CES)

☐ MAIL

☐ CEXP

☐ JE (GAO) / Transfer  
(Incl. Union loans/debit)

If the funding source is "other," describe here. If "Fundraising" or "Gift," specify BL(s), if any. For SAF, name CBPIB(s) you wish to charge.

Vendor Name (PCARD): \_\_\_\_\_

Order # (CEXP): \_\_\_\_\_

Dept. Chart String (JE): \_\_\_\_\_

Reservation # (CES): \_\_\_\_\_

## Explanation of Transaction & Notes

For administrative use only. Do not write below this line.

Request ID:	Total:					
	Club / Dept / Source / Payment Net Transaction ID	Account	Fund	Dept	Program	Amount

Signature: \_\_\_\_\_

Student Union Treasurer

Budget Analyst

A VP for S&E