

STEWARD OBSERVATORY
PROCUREMENT CARD TRANSACTION FORM

DOCUMENT AUTO APPROVED: ☐ GEC#: _____

CARDHOLDER INFORMATION:	
Cardholder Name:	
Cardholder Phone #:	
Requested For:	
Transaction Date:	
VENDOR INFORMATION:	
Vendor Name:	
Vendor Contact:	
TRAVEL INFORMATION:	
Traveler Name:	
Travel Auth Number:	T
Non-Employee Residency Status:	

SOBO USE ONLY	
DOC#:	
TRANS ID#:	
ENTERED:	INITIAL:
P-Card Plus: Agenda Attached <input type="checkbox"/>	
Meeting/Event Date:	
Meeting/Event Location:	
Attendee Names	Affiliation
ASSET INFORMATION:	
TAG#:	BLDG/RM:
VEHICLE#:	OTHER:

*A TRAVEL AUTHORIZATION NEEDS TO BE COMPLETED BEFORE ANY TRAVEL RELATED EXPENSES ARE INCURRED *

DETAILED RESEARCH/BUSINESS PURPOSE & JUSTIFICATION:

Item Description	AMOUNT	SALES TAX	TOTAL AMOUNT W/SALES TAX	Acc Number. Sub-Account #####.#####	SO UNIT	Object Code	Tax Exempt Y/N
TOTAL:							

COMMONLY USED OBJECT CODE REFERENCE
3570 Scientific Equip Repair
3620 Vehicle Repairs
4110 Publications
4840 Copy Charges
3950 Cell Phones
3990 Data Charges
4620 Software
5150 Computer Supplies
5170 Events
5180 Educ Supplies
5190 Research Supplies
5230 Office supplies
5290 Research Supplies
5490 Operating Supplies
5520 Conference Reg
5540 Membership Dues
5560 Shipping
3820 Postage/Mailing
5610 Subscriptions
5890 Dept Books
5720 Computer \$1k-5k
5760 Computer Peripherals
5775 Non-Capt Furnishings

SHIPPING	
HANDLING	
Shipping & Handling (If Combined)	
Tip < 20%	
GRAND TOTAL:	

		5560
		3880
		3880
Distribution of Tip: Same as Account Allocation		

Export Control Questions	
1. Is the purchase for an export controlled project (one with a TCP)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the purchased item export controlled?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK
If answering "yes" to 1 or 2 please answer questions 3 through 6. If answer to 1 is "no" and 2 is "yes" or if 2 is "unk" also consult with the department Export Control Liaison.	
3. Will the purchased item be shipped or taken outside the U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does the equipment/hardware have obvious military or space capability?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Is this a laser, sensor, infrared camera, or high performance computer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. If yes to any questions 2 through 5, list ECCN/ITAR Number	

PI Signature: _____
Reconciler Signature: _____
Approver Signature: _____

DATE: _____
DATE: _____
DATE: _____

** I certify that the above items will be used for official university purposes only and I am authorized to use the above account. **