

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 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: Renata Ojag Date: _____

Helpful links:

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

From: membership@esa.org
Subject: ESA Order Confirmation (ID 160643 - Renata Diaz)
Date: June 8, 2021 at 2:53 PM
To: Renata Diaz diaz.renatam@gmail.com

M



Ecological Society of America
1990 M St. NW Ste. 700 Washington DC 20036

Dear Renata,

Thank you for your support of ESA!

Here are the details of your transaction. Please retain this email for your records. For follow-up question please email membership@esa.org or call 202-833-8773.

160643

Order Number: 90329

Order Date: Jun 8, 2021 2:45 PM

Bill To: Renata Diaz

Order Total: 110.00

Payment Method: VISA *****8865

Name on Card: Renata Diaz

Item	Price	Qty	Total
ESA 2021 Virtual Annual Meeting - Renata Diaz	110.00	1	110.00
<i>When:</i> Aug 2, 2021 6:00 AM - Aug 6, 2021			
<i>Where:</i> Anywhere Virtually United States			

Registration option: Aug 2, 2021 - 2021 FULL-WEEK REGISTRATION

Item Total	110.00
Shipping	0.00
Handling	0.00
Item Grand Total	110.00
Transaction Grand Total	110.00

Thank you.

Connect with us:



1990 M Street, NW | Suite 700 | Washington, DC 20036 | phone 202-833-8773 | fax 202-833-8775 | email esahq@esa.org