

RA/HA Procurement Card / Travel and Entertainment Card Form

Part I: Pre-approval

*Please use a separate form for each event and card . If you have questions, see your supervisor.

Card Type: PCard (SUPPLIES) <input checked="" type="checkbox"/> TEC (FOOD) <input type="checkbox"/>	Cardholder Name: <u>Erica Sanchez</u>
Program Date: <u>5/17/24</u>	Program Title: <u>Spring Sunset Yoga</u>
Business Purpose: <input type="checkbox"/> Community Development (Social) <input checked="" type="checkbox"/> Educational <input type="checkbox"/> Other – elaborate _____	
Vendor Name(s): <u>Marshalls, Amazon</u>	Purchase Date: <u>5/10/24</u>
Item(s) to Purchase: <u>skin care, yoga mat</u>	
Amount Request: <u>\$50</u>	Funding Source (project.task) : <u>16110.12320.1000223.680.1011147.5</u>
<input checked="" type="checkbox"/> I certify that I will not use my card for unauthorized purchases & have checked my card limits (\$300 -single, \$1000 - monthly)	
Approver Signature: <u>Brittney Cannizzaro</u>	Amount Approved: <u>\$50</u> Date: <u>4/12/24</u>

Part II: Actual Expenses

*Complete **within 72 hours of purchase**. submit 1 receipt/ line; DO NOT combine multiple receipts from the same vendor.

Receipt #1	
Vendor: <u>Marshalls</u>	Receipt Date: <u>May 17, 2024</u> Amount: <u>\$44.09</u>
Items Purchased: <u>skincare masks, essential oil diffuser, microfiber towels, hand soap, pimple patches, lip masks</u>	
Receipt #2	
Vendor: _____	Receipt Date: _____ Amount: _____
Items Purchased: _____	
Receipt #3	
Vendor: _____	Receipt Date: _____ Amount: _____
Items Purchased: _____	
Total Expenses: \$ <u>\$44.09</u>	Cardholder Signature: <u>Erica Sanchez</u> Date: <u>May 17, 2024</u>
<input checked="" type="checkbox"/> I certify receipts are: ITEMIZED & Charged (shows card last 4 digits w/ charge breakdown). They include:	
Vendor Name, Address, Purchase date, & Show applicable tax	

Office Manager Signature: _____ Date: _____