



SCHOOL OF GLOBAL  
ENVIRONMENTAL  
SUSTAINABILITY

Colorado State University

COLLABORATION. INNOVATION. CHANGE

# Pcard / Purchasing Request / Reimbursement Form

(Cardholder) Name: \_\_\_\_\_ Date: \_\_\_\_\_ Dept # \_\_\_\_\_

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

- ☐ **Pcard** (Purchase on Procurement Card "Pcard," original receipts attached). PCARD Doc ID# \_\_\_\_\_
- ☐ **Reimbursement** (Employee purchase made with personal funds: original receipts required)
- ☐ **Disbursement Voucher** (to request a check payable to a vendor or individual: original receipts attached)
- ☐ **Purchase Requisition** (to request a Purchase Order: usually req'd for purchases > \$5,000)
- ☐ **Direct Charge** (i.e. Bookstore, RAMtech, Chemical Stockroom)
- ☐ **Internal Order/Billing** (i.e. CSU Event Services, CSU Motorpool rental, etc.)

## Vehicle Request:

Dates Needed: \_\_\_\_\_ Date and Time of Pickup: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Destination: \_\_\_\_\_

Account Number(s) to be Charged:

Amount to be Charged:

Object Code:

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**Explanation:** What was purchased (i.e. lab supplies, equipment, office supplies, etc.)

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**\*\*NOTE:** If purchase is an Official Function expense, please complete and attach the Official Function Form in addition to the Purchasing Form!

## FOR ACCOUNTING USE ONLY:

Document # \_\_\_\_\_ Date Created: \_\_\_\_\_ Account Manager: \_\_\_\_\_