**Pcard/SPcard purchase report**

* Limit of one transaction per form.
* All charges must be submitted to OSA on a report form within 48 hours.
* Attach receipt(s) and all other documentation to the back of this form

|  |  |  |
| --- | --- | --- |
| **Cardholder’s name** | **E-mail** | **Date Submitted** |
|  |  |  |

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| --- |
| **Organization to be charged: Penn Labs** |

|  |  |  |
| --- | --- | --- |
| **Supplier** | **Date of Purchase** | **Amount** |
|  |  |  |

|  |  |
| --- | --- |
| **Description and Business Purpose**  What you bought and why (what program was it for, etc.) | **SAC Budget Category**  Categories are specific to your group’s funding. Check your budget brief if you’re unsure. |
| application hosting | Honoraria/Services |

**fsc use only**

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PCARDDR#/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_

SAC Transaction #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_