

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: _____ Date: _____

Helpful links:

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