PCard Receipt Transmittal Form

**\*\*Please attach receipt to this form and return to your local PCard reviewer**

**within 24 hours of purchase\*\***

**PCard holder name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transaction date:\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Amount**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business purpose (in detail): \_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fund to be charged**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name or #, if known)

Please select an expense category from the list below:

[ ]  Books

[ ]  Business meals (local restaurants only)

[ ]  Catering (food that’s delivered)

[ ]  Food, non-alcoholic beverages (incidental food expenses)

[ ]  Computer supplies

[ ]  Computer software

[ ]  Computer hardware

[ ]  Lab supplies

[ ]  Non-computer equipment (furniture or fixtures)

[ ]  Office supplies

[ ]  Photocopying

[ ]  Postage (USPS, Fedex, UPS)

[ ]  Other (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The PCard is not to be used for any travel-related purchases (airline, train, hotel, car rental, etc.), gifts with value of or greater than $75, gift certificates of any amount, telecommunications expenses, or radioactive materials. The PCard is only for purchases related to Harvard business. **Use of the card for personal purchases is strictly prohibited and subject to disciplinary action.**