



Facilities & Services
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Procurement Services
P-Card Purchase Information Form

Checklist For Purchases and Credits

- Provide the Tax Exempt number, printed on your P-Card, at time of purchase.
- Obtain original receipts for purchases or returns that include the following information:
 - ☐ Vendor name, address, phone
 - ☐ Date of purchase
 - ☐ Itemized description, quantity, and price
 - ☐ Total dollar amount charged or credited
- If any of the above information is missing, write it on the receipt or attach it to the receipt.

Attach the original receipt to this document and complete the following:

Cardholder Badge Number_____Phone_____Date Submitted_____

Cardholder Printed Name_____

Brief Description of Purchase_____

Vendor _____

Expense Report ID# _____

Complete this section with the Work Order/Phase

Work Order/Phase_____ - _____ Amount \$

Work Order/Phase_____ - _____ Amount \$

Work Order/Phase_____ - _____ Amount \$

Work Order/Phase_____ - _____ Amount \$

If more than one Work Order/Phase is used, identify the dollar amount associated with each WO/Phase.

Send this form with the attached Original Receipt and any applicable paperwork within 24 hours of completing your report in Chrome River: Procurement/P-Card, PPSB, Room 158, MC-820

For Procurement Office Use Only

Date Reconcile_____

Date Posted _____