

## Food & Beverage Purchase Justification For Purchasing Card

(Rev. 05/2012)

This form must be completed and retained with the PCard report for 5 years plus the current fiscal year. It will be required for purchasing card reviews.

Department Name:		Date:	
Cardholder's Name:		Vendor's Name:	
Last 4 digits of PCard:	Transaction Amount:	Transaction Date:	Dept ID/Proj ID:
Justification Summary/Business Purpose:			
List the university Employee/Guest who attended, or if a large group, give a general description of the category of guests; faculty, staff, alumni, etc.			