

For Office Use Only

Staff Initials: _____ Completed Date: _____

SGPP FACULTY & STAFF PCARD PURCHASES

Please place this cover sheet and all required supporting documents in a sealed envelope so items do not get lost/separated.

NAME _____ Employee ID# _____

PCARD PURCHASE DETAILS

Date of Purchase _____

Business Purpose for Purchase _____

Business Name (i.e. Amazon) _____

Total Invoice Amount _____

Account to process payment (if known) _____

Supporting Documents Required

- Original Receipts/Invoice- last four digits of credit card need to be note, as well as a notation indicating either 'Paid in full' or a 'Balance Due' of \$0.00.
- Invoices for tangible goods (textbooks, computer equipment, etc.) need to indicate that the item has been 'Shipped' and not 'Processing': i.e. for Amazon purchases, please print the 'Invoice' once you have received confirmation of shipment. This may take 24-48 hours.
- **NOTE:** If this is a purchase of food/catering for an SGPP event, an event flyer and a complete list of attendees is required for processing
- **NOTE:** For ALL items purchased with a SGPP Pcard, they **MUST** be shipped to the dept, per UA Purchasing Dept Policy:
- **Dept Shipping address:**
University of Arizona
School of Government & Public Policy
Attn: (Your Name)
1145 E. South Campus Drive, Suite 315
PO BOX 210027
Tucson AZ, 85721-0027

Notes for Reimbursement Processor

