



**PCard Transaction Information Form**

TO: Purchasing Card Administrator

FROM: (Approving Official) \_\_\_\_\_

SUBJECT: Create Detailed Documentation of the Transaction (All purchases require a receipt.)

Date of the Transaction: \_\_\_\_\_

Company Purchased From: \_\_\_\_\_

Quantity: \_\_\_\_\_

Price Each: \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Price Extended: \$ \_\_\_\_\_

Price Each: \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Price Extended: \$ \_\_\_\_\_

Price Each: \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Price Extended: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Detailed description of Item/s:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Name (Print)

\_\_\_\_\_  
Cardholder's Signature/Date

\_\_\_\_\_  
Department Director's Signature/Date

\_\_\_\_\_  
Purchasing Card Administrator's Signature/Date