

DEPARTMENT OF CHEMISTRY

EMPLOYEE Procurement Card Purchase

One sheet per Transaction

1. Name on Credit Card:

2. Account string(s) to Charge:

<u>Fund</u>	<u>DeptID</u>	<u>Program</u>	<u>Project</u>	<u>EmplID</u>	<u>ChartField1</u>	<u>ChartField2</u>	<u>Split</u> (by % or \$)
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3. Justification for Purchase:

Who: (name of individuals or the group to use the item(s)):

What: (is being ordered; ie chemicals, equipment, software, etc):

Where: (will this item(s) be used; ie lab room#, stockroom, etc):

How: (does this purchase benefit the account being charged)

For Sponsored Accounts: (What is the title of the grant being charged)

4. Employee Email:

5. Form completed By:

6. **ATTACH RECEIPT:** (Paperwork that details the sale which includes the amount spent: ie invoice, store register receipt, printed copy of email/webpage confirmation. **NO PACKING SLIPS**)

Employee Signature

Date

Questions? Contact Sue Bonafield at 4-8500

Don't forget that the U of MN tax exempt ID number is 8029894

Please submit the receipt and this form to accounting as soon as possible after the purchase.