DEPARTMENT OF ENGLISH PROCUREMENT CARD PURCHASE REQUEST FORM

The Department of English currently has three procurement cards which may be checked out by authorized card users.
1) Heather L. Huber - Department of English, 2) Caroline Stephens - Watson, 3) Linda Baldwin – Bonnie. To request use of one of the above listed procurement cards, please complete the following:

REQUESTOR

Name (i.e. printed name & signature of individual signing out the card)**:**_____

_____

Sign Out Date/Time Preferred:_____

VENDOR & BUSINESS PURPOSE

Anticipated Vendor(s):_____ **Anticipated Cost** (approx.)**:**_____

_____ **Anticipated Cost** (approx.)**:**_____

_____ **Anticipated Cost** (approx.)**:**_____

_____ **Anticipated Cost** (approx.)**:**_____

Account(s)/Speed Type(s) to be charged (e.g. "Professor X's start up funds," "Watson Endowment,"; or specific acct #s or SPDTypes may be listed if known)**:** _____

_____

Business Purpose (e.g., "business dinner for digital media candidate John Q. Public," "purchase refreshments for guest speaker Jane Doe reception"): _____

_____

_____

Anticipated Number of Attendees (if a business lunch/dinner/reception): _____

A SEPARATE RECEIPT IS REQUIRED FOR ALCOHOLIC BEVERAGES.

When signing out the card, please remember the following:

- Do not photocopy the front or back of the ProCard.
- Do not write the full 16 digit card number or other card security information on any form for ordering purposes or otherwise.
- If the card is lost or stolen while in your possession, contact the cardholder or the ProCard Office immediately.
- The university is exempt from Kentucky State sales tax (C-102). If you check out a procard, it is your responsibility to see that this tax is not charged.

Required documentation for business meals:

- Attendees, including title (e.g., Professor Jones, visiting scholar Trilling, administrative ass't Smith; open public reception; gta listserv members [attach list])
- Purpose of meeting (e.g., recruitment, guest scholar, workshop)
- Itemized receipt
- Name & address of restaurant (if not already included on receipt)
- Separate liquor and food receipts (unless it is a Watson charge)