

Food & Beverage Purchase Justification For Purchasing Card

This form is optional and can be completed when enough data is not present on the receipt. All food purchase receipts should state the purpose of the purchase and those present. You may write this information on the receipt.

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.			