

## **PROCARD VOUCHER**

STEP 1: BASIC PURCHASE INFORMATION		
Purchase Date:	Purchaser Name:	
Vendor Name:	Cardholder Name:	
7-digit Procard #:	Cardholder Dept:	
Amount: \$	Cardholder Phone:	
Item(s) Purchased:	Business Purpose:	
STEP 2a: pre-authorization	STEP 2b: APPROVAL SIGNATURES	
REQUIRED FOR PURCHASES GREATER THAN \$1,000		
PLEASE EXPLAIN ANY EMERGENCY PURCHASE MADE W/O PRE-AUTHORIZATION IN BUSINESS PURCHASE ABOVE	Purchaser Signature	Date
Supervisor (or Delegate) Signature Date	Supervisor (or Delegate) Signature	Date

STEP 3: EDIT INFORMATION (FOR DEPT USE)			
COLUMNS TO BE COMPLETED BY PURCHASER			
Account No. to be Charged	Amount (\$)	Assign Code/Class (if account to be charged is Course Fees, provide course number)	
TOTAL AMOUNT			