

FSHN MISSING P-CARD RECEIPT FORM

Instructions:

- This form is to be used only if the actual receipt, invoice, or internet order is not available. It would be rare that you would use this form.
- Attach the related back-up to this form, such as your itemized receipt, packing slip, and / or invoice.
- To reduce costs and streamline our processes, we no longer accept paper forms. This form along with the back-up needs to be submitted electronically to FSHN-Admin@ifas.ufl.edu. Keep the original paperwork for your personal records and the monthly reconciliation of your P-card Aging Report.

P-card Holder's Information

P-card Holder's Name:

P-card Holder's Signature:

Transaction Information

Please complete as much detail as you can as it pertains to the transaction.

Vendor's Name:

Description of Purchase:
(Use layman's terms so that we can properly code items.)

Transaction Amount (USD):

Account to Charge:

If this expense was incurred during travel, please provide the traveler's name and related TA or ER #. If you purchased fuel for one of the Department's vehicles or a rental vehicle, then include the Vehicle # or Rental Agreement # below if you have it available.

Traveler's Name:

TA or ER #:

UF Vehicle #:

Rental Agreement #:

Justification Information

Explain why the receipt is not available:

Internal Office Use Below:

Posted to fiscal spreadsheets

Administrative Services Manager Signature

NOTES:

Voucher #:

Account Code:

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