

# **Purchasing Card – Invoice Record**

## **Wildlife Ecology & Conservation**

*at the University of Florida*

Please tape receipt for **one** credit transaction to space below. Please tape the perimeter of the receipt, but do not cover the print. Do not fold the receipt to make it fit in this space. If the receipt will not fit below, tape it to an 8.5 x 11 sheet of paper. Use a paper clip to attach additional sheets to this Invoice Record cover sheet – no staples please.

Cardholder's Name \_\_\_\_\_

**Signature** \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Purchase \_\_\_\_\_

Vendor \_\_\_\_\_

Item(s) Purchased \_\_\_\_\_

Amount of Purchase \_\_\_\_\_

Project to be Charged \_\_\_\_\_

Travel Authorization # (TA) \_\_\_\_\_ (needed for conferences or international travel)

State Vehicle # \_\_\_\_\_ (needed for auto and boat fuel, repairs, and parts, and tolls.)

Florida Cooperative Research Unit Office Use Only:

Approved By: \_\_\_\_\_ Date Posted: \_\_\_\_\_ Date Reconciled: \_\_\_\_\_