

Purchasing Invoice Record

Please tape a receipt for one credit transaction to the space below. Please tape the perimeter of the receipt, but do not over 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: _____

PI Signature: _____

Today's Date: _____ Date of Purchase: _____

Vendor: _____

Item(s) Purchase: _____

Benefit of item(s) purchased: _____

Amount of Purchase: _____

Project to be charged: _____

State Vehicle #: _____

Travel Authorization (TA) #: _____

Is this purchase part of a larger trip? If so, is that trip...

In-state

Out-of-state

International