

## **PROCARD VOUCHER**

STEP 1: BASIC PURCHASE INFO		
Purchase Date:	Cardholder Name:	
Vendor Name:	Purchaser Name:	
Pcard (edit #):	Cardholder Dept:	
Amount:	Cardholder Phone:	
Items Purchased:	Business Purpose:	
STEP 2a: PRE-AUTHORIZATION REQUIRED FOR PURCHASES GREATER THAN \$500	STEP 2b: APPROVAL SIGNATURES	<u> </u>
EXPLAIN ANY EMERGENCY PURCHASES MADE W/O PRE- AUTHORIZATION IN BUSINESS PURPOSE ABOVE	Purchaser Signature	Date
Supervisor (or Delegate) Signature Date	Supervisor (or Delegate) Signature	Date
STEP 3: EDIT INFORMATION (FOR DEPT USE)	Total:	