Submitter Name   _____

PAYMENT TRANSACTION COVER SHEET

Please check appropriate transaction:
__ Requisitions, including catering orders
__ Purchase Orders
__ PRD Payments
__ Procard Payment (Last four digits of card_____)
__ Internal billing within UK
Cardholder's name (If different than submitter) _____

*_Be sure to include all documentation including receipts, invoices and quotes.Procard purchases require underline original receipts, not copies._

*_If purchase is for a function, attach a list of attendees and note whether they are internal or external._

*_If using a cost center other than your own, please attach email approval to use the account from the appropriate staff._
*_Only use one account number/Cost center per page._

Transaction Date	Vendor Name	Description of Purchase	Justification of Purchase	Destination and purpose of travel	Amount not to exceed	Cost Center to be charged

PRIOR APPROVAL

Please obtain approval from your supervisor prior to making purchases.

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____

Business Officer Signature_____ Date _____

Business Office Approval is to ensure that all transactions are:
*authorized in accordance with the established approval authority,

*in compliance with University policies and procedures,

*allowable within the grant/contract budgets and/or the account being charged,

*recorded in the correct account, g/l, and cost object

*recorded in a timely manner to the correct accounting period.