

Electrical and Computer Engineering
PAYMENT TRANSACTION COVER SHEET

Submitter Name _____

Please check appropriate transaction:

- Requisitions, including catering orders
- Purchase Orders to include SRM
- PRD Payments
- Procard Payment (Last four digits of card _____)
- Internal billing within UK

Be sure to include all documentation including receipts, invoices and quotes. Procard purchases require **ORIGINAL receipts.*

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

** If using a cost center/grant other than your own, please attach email approval to use the account from the appropriate staff/faculty*

Cardholder's name (If different than submitter) _____

Transaction Date	Vendor Name	Description of Purchase	Justification of Purchase	Destination and purpose of travel	Amount	Cost Center to be charged

PLEASE COMPLETE THE ENTIRE FORM

PRIOR APPROVAL

Please obtain approval from your supervisor prior to making purchases

Submitter Signature _____ Date _____

Approval Signature _____ Date _____