

Please attach original receipt here

(or attach to this form)

Electrical Engineering Procurement Card Report

Please Print

Print name of person making the purchase

(Current delegation form must be on completed for each purchase)

Grant Name / Category

Worktag number

Supplier / Company Name

Date of Purchase

Reason/Justification for Purchase: (Why is it appropriate to charge to the grant/project.)

Briefly describe the items purchased:

By signing this form, you agree that this expenditure is only for University of Arkansas business.

PI / Authroized Purchaser Signature

Please upload the report, the receipt and the delegation form (separately) to the BOX folder for the PCard holder.