

Procard Purchase Form



Submit a Procard Purchase Receipt

(Please be sure to include all ORIGINAL receipts with this form)

Biochemistry and Molecular Biophysics
 4566 Scott Ave., CB 8231
 Saint Louis, MO 63110
 Phone: 314-362-1575
 Fax: 314-362-7183
 www.biochem.wustl.edu

Cardholder Name:

Date of Purchase:

Expense Description:

Travel Receipts- Include:

Dates:

Destination:

Travel Purpose:

Computer Hardware/Software (Requires a justification on sponsored funds - Microsoft Office, Adobe and Endnote are unallowable on sponsored funds)

Textbooks (Requires Just. on Sp. funds & must NOT be avail. at Becker/Olin Libraries)

Catered Expenses for Visitors, Speakers or Dept. Functions (Please LIST ALL ATTENDEES):

Description:

JUSTIFICATION:

Fund Number: Authorized By:

Request a Procard Purchase

Company:

Web Address:

Phone/Fax: Contact: Need by (date):

Item	Description	Quantity	Unit Price	Amount
JUSTIFICATION			Sub-total	
			Grand Total	

Fund Number:

Authorized By: