



# The Ohio State University Purchasing Card and Travel Card Transaction Form

Optional Textbox:

## INSTRUCTIONS:

- This form is required for each Purchasing Card and Travel Card transaction, along with the original itemized receipt and other required documentation.
- Approval in Section V is required
- Approval for alcohol: Dean, VP or designee. Designee approval can be delegated only one level down from Dean / VP.
- Complete Section VI (page 2) when additional college/VP/department restrictions apply.
- Submit to Financial System Reallocator with required documentation as soon as possible.

## SECTION I: CARD INFORMATION

1. Card Type?	<input type="checkbox"/> Purchasing <input type="checkbox"/> Travel	2. Name embossed on Card:	
3. Last 4 digits of the card #:		4. Purchase made by:	

## SECTION II: PURCHASE DESCRIPTION and APPROVAL

5. Describe business reason for purchase:	
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6. Provide "T" number if purchase is related to official University travel (non-OSURF):	"T" # _____
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7. Description of item(s):	Actual Cost
	\$
	\$
	\$
Total transaction amount:	\$

8. Supplier name:	
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9. Date of Purchase:	
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10. Chartfield information (funding source for the transaction; no OSURF funds):						
Org	Fund	Acct	Project (Non-OSURF)	Program	User Def.	Amount
						\$
						\$
						\$

## SECTION III: PURCHASE and PRE-APPROVAL OF ALCOHOL

Provide discretionary chartfield for the alcohol purchase (*required*):

Org	Fund	Acct	Project (Non-OSURF)	Program	User Def.

Dean / VP / Designee Signature	X	Date	
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## SECTION IV: CERTIFICATION OF TRANSACTION

I certify that the above purchase was made in accordance with University Expenditure, Purchasing, and Travel policies. Failure to comply with these policies may result in revocation of the Purchasing Card or Travel Card privileges, corrective action up to and including termination, and/or criminal action. The University will seek restitution for any inappropriate charges made.

Purchaser's Signature	X	Date	
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## SECTION V: APPROVAL

Approval Signature	X	Date	
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