

Procard Reconciliation Form

Robinson Center For Young Scholars

Name of Cardholder	_____
Who was this item purchased for?	_____
Program	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Amount of purchase	\$ _____
Vendor Name	_____
Description of item(s) purchased	_____
REVIEW Date	_____

Cardholder instructions: Complete upper portion of this form. Attach receipt. Give form and original receipt to fiscal support for reconciliation.

- **Do not charge travel related expenses to the ProCard. These costs will be reimbursed on a Travel Expense Voucher.**

Lodging	Airfare, rail, bus, ferry, taxi fares, telephone calls
Car Rental	Any travel related meals
Gasoline	

- **The Procard can be used for making most purchases up to \$2,000 per transaction.**
- **What can the ProCard purchase? Just about anything related to UW business. Examples:**

Conference registrations	Supplies from contracted vendors
Equipment under \$2,000	Books
Office Supplies	Food (Must have discretionary fund)
	Printing or copying

Memberships	Research Tools and Supplies
PaymentNET: Budget # _____	
Transaction ID _____	Transaction Date _____
Obj-sub obj code: _____	
Budget Information: Project Code _____ Task Code _____ -	
<i>Provide Administrator with signed and completed form with original receipts.</i>	

Authorized signature/Director or Administrator _____