



# The Ohio State University Purchasing Card Transaction Form

## INSTRUCTIONS:

- This form is required for each Purchasing Card transaction and must be completed in its entirety. Original, itemized receipts or equivalent documentation must be attached.

### SECTION I: CARD INFORMATION

Name embossed on card:			
Last 4 digits of card number:		Purchase made by:	

### SECTION II: PURCHASE DESCRIPTION and APPROVAL

Business purpose:						
Provide "T" number if purchase is related to official university travel (non-OSURF):						"T" Number:
Description of item(s):						<b>Amount</b>
						\$
						\$
						\$
	Total transaction amount:					\$
Supplier:						
Date of purchase:						
Chartfield information (funding source for the transaction; no OSURF funds):						
Org	Fund	Acct	Project (Non-OSURF)	Program	User Def.	Amount
						\$
						\$
						\$

### SECTION III: APPROVAL OF ALCOHOL

Provide discretionary chartfield for the alcohol purchase <i>(required)</i> :						
Org	Fund	Acct	Project (Non-OSURF)	Program	User Def.	Amount
<b>Dean / VP / Designee Signature</b>	<b>X</b>				<b>Date</b>	

### 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 card privileges, corrective action up to and including termination, and/or criminal action. The university will seek restitution for any inappropriate charges.

<b>Purchaser's Signature</b>	<b>X</b>	<b>Date</b>	
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### SECTION V: APPROVAL

<b>Approval Signature</b>	<b>X</b>	<b>Date</b>	
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### SECTION VI: EXCEPTION APPROVAL

Exceptions to policy must be approved by Dean, VP or Designee. Please provide reason below:

<b>Dean / VP / Designee Signature</b>	<b>X</b>	<b>Date</b>	
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