

Biological & Agricultural Engineering Procurement Card Report

Attach
original
receipt
here.

If it does
not fit,
attach with
a staple or
a paperclip.

DO NOT tape over
receipt ink
(this will cause it to fade away)

Please Print

Name of Person Making the Purchase

Name of PI on the Grant

Receipt Document #

Cost Center's Common Name (get from PI)

Cost Center Number

Name and Date of Event (if applicable)

DESCRIBE ITEM(S) PURCHASED

*If receipt is not clear as to type of item
(ex: vendor part number instead of description),
please clarify*

Supervisor's Signature -- **REQUIRED**

FOR OFFICE USE ONLY

Rec'd in BASIS on _____

Initials _____