

## PCARD EXPENSE FORM

Cardholder Name \_\_\_\_\_ Speedtype # \_\_\_\_\_

Date of receipt: \_\_\_\_\_ Amount \_\_\_\_\_

Use of Goods/Sevices: \_\_\_\_\_

For a Business Meal, list attendees and their affiliation; mark the speaker with \*, if applicable.

Attendee

Affiliation

*Staple or Glue* Receipt(s) Here  
(Do not use tape)

- One business meal receipt per form.
- Non-business meal receipts of the same category (i.e., office supplies, furniture, computer equipment, etc) may be adhered to a single form as space permits. For example, all office supplies receipts may be attached to a single form.