**Procurement Card Justification for Card Holder**

**<<NAME>>**

**<<E-MAIL ADDRESS>>**

**<<PHONE>>**

Who:

What:

Where:

When:

Why:

Amount:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Chartfield Information** | | | | | | | | | |
| Line | Fund | Dept ID | Program | Project | Account (optional) | Chartfield 1 | Chartfield 2 | Fin Empl ID | Dollar Amount |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |

Card Holder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

One-up Approver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Examples of items that *require one-up approval*:   * All travel-related expenditures * Conference registration * Society membership dues * Internet fees * Hospitality meals, including recruitment/development events | Examples of items that *do not require* one-up approval:   * Flowers for funerals, etc. * Books & supplies * Subscriptions for periodicals used in the normal course of business * Gifts for donors, etc. * Lunches for committee meetings |

For questions regarding this transaction contact *(only if different from cardholder):*

Name:

Phone:

E-mail:

Fax:

AHC Office Use Only

Audited: \_\_\_\_\_\_\_\_

Scanned: \_\_\_\_\_\_\_\_

Entered: \_\_\_\_\_\_\_\_