

DEPARTMENT OF CHEMISTRY

EMPLOYEE Procurement Card Purchase

One sheet per Transaction

1. Name on Credit Card:

2. Vendor Name:

3. Account string(s) to Charge:

<u>Fund</u>	<u>DeptID</u>	<u>Program</u>	<u>Project</u>	<u>EmplID</u>	<u>ChartField1</u>	<u>ChartField2</u>	<u>Split</u> (by % or \$)
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4. Justification for Purchase:

Who: (name of individuals or the group to use the item(s)):

What: (is being ordered; ie chemicals, equipment, software, etc):

Where: (will this item(s) be used; ie lab room#, stockroom, etc):

How: (does this purchase benefit the account being charged)

For Sponsored Accounts: (What is the title of the grant being charged)

5. Employee Email:

6. Form completed By:

7. **ATTACH RECEIPT:** (Paperwork that details the sale which includes the total amount spent: ie invoice, **itemized** restaurant receipt or store register receipt. **NO PACKING SLIPS**)

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Employee Signature

Date

Questions? Contact the Accounting Office at 4-8500

Don't forget that the U of MN tax exempt ID number is 8029894

Please submit the receipt and this form to accounting as soon as possible after the purchase.