



PCard Purchase Cover Sheet

| | | | |
|---|---|--|--|
| Instructions: | 1.Ensure purchase is allowed on Pcard (link to list of unallowable items) | 2. Complete Coversheet and save the file to your computer. | 3.Submit completed coversheet invoices/receipts via these options: <ul style="list-style-type: none"> • PSIO Secure File Upload or • Email file to Box or • Email to psiobiz@list.arizona.edu |
| Cardholder Name: | | Order Date: | |
| Account: | | Sub-Account | |
| Travel Authorization # (if applicable) | | | |

Vendor Information

| | | | |
|------------------------|--|-----------------------------|--|
| Vendor Name: | | Vendor Phone Number: | |
| Vendor website: | | | |

UA Business Purpose/Justification:

Purchase Amount

| | |
|------------------------------|--|
| Subtotal: | |
| Sales Tax: | |
| Shipping/Freight: | |
| Invoice/Receipt TOTAL | |

** I certify that the above items are for research/operational purposes to support the research, service and teaching mission of the Department of Physiology*

Signature: _____

Submit invoices/receipts via these options:

- PSIO [Secure File Upload](#) or
- Email file to [Box](#) or
- Email to psiobiz@list.arizona.edu

| Business Office Use Only | |
|---------------------------------|--|
| KFS Edoc | |
| Pcard Transaction ID | |