

University of Arkansas at Monticello

Departmental P-Card Approval Form

Card User Name: _____ Department: _____

Phone number: _____ E-Mail Address: _____

This form is to document the approval of the purchase of personal-type items purchased for use by a department for a specific education-related purpose. These items include, but are not limited to bottled water, candy, soft drinks, food, coffee, decorative items, microwaves, etc. These are allowable under the UAM P-Card Policy only with prior approval from the Vice Chancellor of the requesting department or the Chancellor. The approval form must accompany the Cardholder Transaction Log and receipts submitted to the PCC.

Expense amount requested: \$ _____

Description of items to be purchased: _____

Purpose: _____

Cardholder Signature: _____ Date: _____

Approved by: _____ Date: _____

(Must be approved by the Vice Chancellor of the requesting department or the Chancellor)