

NAME: _____

DATE: _____

ECOLOGY DEPARTMENT PCARD CHECKOUT QUESTIONNAIRE

The department card should be **returned to the office within three hours** of checking it out. It may not be checked out after 4:00 pm or overnight without prior authorization from the EEB Business Office.

A completed order log and available backup documentation must be turned in when you return the card. Additional paperwork (email notifications, packing slip, invoice/paid receipt) must be turned in to the Carol Freeman (clf1@email.arizona.edu) immediately upon receipt.

You are responsible for turning in all required paperwork. Invoices may require you to contact the vendor directly to request an email or fax copy be sent directly to Carol. The office fax number is 520-621-9190.

GENERAL PURCHASES

PLEASE PROVIDE THE FOLLOWING INFORMATION:

What are you using the card to purchase? _____

Estimated dollar amount? \$ _____

Vendor: _____

UA FRS account number: _____

PI Approval Signature: _____

(Required for purchases over \$100.00)

Email approval from PI is also accepted. Please attach to this form.

TRAVEL

You must have a completed Travel Authorization prior to using the Department Pcard for travel purposes. Please see Jean Mason or contact her via email (jeanm@email.arizona.edu) with the appropriate information.