Procurement Card Program
Additional Supporting Documentation Form

Date of Event: ____________ Transaction Amount: ________________

Place of Event: _________________________________________________

Specific business/project purpose of the event: __________________________
__________________________________________________________________
__________________________________________________________________

Relevance of the event to advancing the mission of the University and expected benefit to be derived: _______________________________________
__________________________________________________________________
__________________________________________________________________

Names, titles, and relationships of the people in attendance to the University and/or sponsored project. For large parties or receptions (12 or more attendees), the number of people in attendance and the makeup of the group is acceptable: ______________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Dean’s Level Approval (require on all entertainment and social expense greater than $50):

Name (please print)   Signature    Date

Original receipt or invoice containing details (not just totals) must be attached.