|  |  |  |
| --- | --- | --- |
| CAS Business Operations P-CARD Receipt Form\* | | |
| P-Card Holder’s Name | **P-Card Holder’s Department #** | **Today’s Date** |

|  |  |  |
| --- | --- | --- |
| Date of Purchase: | Vendor Name | Total Purchase Amount: |

**Supplies & Services**

|  |  |
| --- | --- |
| Items Purchased: | Business Purpose: |

**Business Entertainment Expenses**

|  |  |  |
| --- | --- | --- |
| Description:  Meal  Reception  Recruitment  Training Session  Business Meeting  Other | More than 8 people attended | Place, Business Purpose, and Agenda: |
| If 8 or less people attended, please list their names here: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Required Financial Information for All Charges** | | | | |
| Business Unit | Fund | Source | Dept ID | Program |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Required for Contracts & Grants** | | | **Optional Department Information** | | |
| PC Business Unit | Project ID | Activity | Cost Code 1 | Cost Code 2 | Cost Code 3 |
|  |  |  |  |  |  |

\***For *missing receipts*,** please also complete and upload a [Missing Receipt Affidavit](https://unc.policystat.com/policy/5175274/latest/) to your Infoporte request.

\***For *refunds***, in addition to a refund receipt, please also attach and upload the original charge receipt to your Infoporte request. The credit must be documented in the p-card system with both the credit receipt and the original charge receipt.

**Helpful Resources**

* [Policy 1252](https://unc.policystat.com/policy/5185205/latest):UNC Policy on Small Order Purchase via Purchasing Card
* [UNC Purchasing Card Handbook](https://unc.policystat.com/policy/5187232/latest/)
* [Allowable / Non-Allowable Purchasing Card Expense List](https://unc.policystat.com/policy/5446879/latest/)