|  |
| --- |
| 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/)