

PURCHASING CARD TRANSACTION SHEET

PLEASE ATTACH THE ITEMIZED CREDIT CARD INVOICE AND/OR RECEIPT FROM THE VENDOR

SEND TO THE CAHNRS BUSINESS CENTER FOR PROCESSING

bc.fsclark@wsu.edu FSHN 302B or bc.johnson@wsu.edu Johnson Hall 207

Date: _____

Last 4 Digits: _____

Name on P-card : _____

Requested by: _____

Vendor name: _____

Purchase description: _____

Budget/project/object and sub-object: _____ - _____ - _____ - _____
Budget Project Object SubObj

_____ - _____ - _____ - _____
Budget Project Object SubObj

_____ - _____ - _____ - _____
Budget Project Object SubObj

Amount: \$ _____

Addtl Comments (if split coding describe): _____

Please contact the Business Center with any questions or concerns
bc.fsclark@wsu.edu; FSHN 302B or bc.johnson@wsu.edu; Johnson Hall 207
For information on the locations of the CAHNRS Business Center, visit
<http://cahnrs.wsu.edu/fs/home/business-services/business-centers/>