P-Card Receipt Approvals Form

P-Card Holder Name *(please print)* _____

P-Card Holder Signature _____ **Date** _____

Smartkey to be charged _____(*a separate form is required for each smartkey to be charged)*

Authorized Approver Name ***(please print)*** _____

Authorized Approver Signature _____ **Date** _____

Supplier Name	Date of Purchase	Amount of Purchase	Account Code	Detailed Business Purpose for Each Expenditure is Required