



DEPARTMENT OF EARTH, OCEAN, AND ATMOSPHERIC SCIENCES



P-CARD RECONCILIATION FORM

Items in red are required fields

Full EOAS Purchasing Procedure can be found [here](#).

Receipt(s) must accompany this form

P-Card Holder Name:

Date of Purchase:

Budget or Project Number:

Does this purchase require an exception or checklist?

(All software purchases require an [ITS checklist](#). Waiver/exception procedure found [here](#))

Does the attached receipt contain itemizations?

Does the attached receipt show that no tax was charged?

(All P-Cards come with a Tax Exempt Certificate that should be presented to vendors)

Does the receipt show the last four digits of the P-Card used?

(If a receipt contains the full card number, please redact all but the last four digits)

If the answer to any of the required questions above was no, please explain why:

If the receipt is not clear, please explain what was purchased:

BUDGET MANAGER APPROVAL (OFFICE USE ONLY)

Date Received: _____

Verified by (Name): _____

Date Entered Shadow: _____

Date Returned: _____