

University of Nebraska Purchasing Card Transaction Voucher

Instructions

Complete form, attach receipt, and submit to your Business Center at the time transaction is initiated.
For online orders: attach copy of confirmation when transaction is initiated and send invoice/receipt when received.
For phone order: request a fax or email confirmation and attach to this form, send invoice/receipt when received.
Packing Slips: Sign, date and forward to your Business Center.

Requestor: _____ **Date:** _____

Card Holder: _____ **Amount:** _____

Vendor:

Description:

Detailed Business Purpose:
(for coding purposes)

Cost Object/WBS Number:

By signing below, as purchaser and cardholder, I affirm that I have authorized this purchase and did not share my card.

Cardholder Signature: _____

Note: Electronic signatures are allowed via Adobe with Watermark or DocuSign. Please submit with applicable documentation to your Business Center

Phone Order Contact Person & Number: _____

(if applicable)

Reconciler/Approving Official's Use Only

Reconciler: _____

G/L Account: _____

Document Date: _____

SAP Reference _____

No.: Posting Date: _____