

PCard Transaction Form

Cardholder Name: _____

Account Number: _____ Amount: \$ _____

Sub-Account: _____ Project Code: _____

Object Code:

- 4620 – Software (data processing software, application software, e.g. Microsoft Office)
- 4990 – Printing & Photography (poster printing, other)
- 5150 – Data Processing Supplies (paper and ink/toner cartridges used for computer printers, disks, cd's, or dvd's for data processing)
- 5170 – Business Meeting Expense (meeting or conference conducting business, must provide agenda and list of attendees) **Project code: ADM/BIZMT*
- 5230 – Office Supplies (envelopes, stationery, pens, etc.) **cannot be used with 3 & 4 account numbers*
- 5290 – Research Supplies (supplies used for research other than drugs, medicines, and chemicals)
- 5520 – Conference Registration (registration fees for conferences, conventions, and seminars) **Tax Exempt*
- 5540 – Membership Dues (monthly/yearly membership fees) **Tax Exempt*
- 5610 – Subscriptions (subscription to magazine, newspapers, or journals, e.g. The Chronicle)
- 5722 – Non-Cap Sponsor Funded Equipment (University owned desktops, laptops, and servers between \$1,000 and \$5,000. Must be tracked in CAM)
- 5760 – Computers & Peripherals (printers, hard drives, modems, and keyboards under \$5,000)

Travel Authorization #: _____

- 6140 – Travel In-State (uber, shuttle bus, cab, etc.)
- 6142 – In-State Hotel (hotel costs incurred)
- 6240 – Travel Out-of-State (uber, shuttle bus, cab, etc.)
- 6241 – Out-of-State Airlines (airline costs incurred) **Tax Exempt*
- 6242 – Out-of-State Hotel (hotels costs incurred)
- Other; please specify: _____

Business Purpose:

Psychology
Business Office
Use Only
Document #
