

PCard Transaction Form

| |
|--|
| Psychology Business Office Use Only |
| Document # _____ |
| ELMO Line: _____ |

Cardholder Name: _____

Account Number: _____ **Amount: \$** _____

Object Code:

- 4620-Software (SOFT)
- 5170-Business Meeting (Please provide list of attendees and flyer/business purpose if no flyer available) (BIZMT)
- 5230-Office Supplies (SUPP) **cannot be used with 3 & 4 account numbers**
- 5290-Research Supplies (RSUPP)
- 5520-Conference Registration (CONF)
- 5540-Membership Dues (DUES)
- 5720-Non-Capitalized Equipment (desktops, laptops, servers between \$1,000-\$5,000) (NOCAP)
- 5760-Computers & Peripherals (under \$1,000, printers, hard drives, modems, keyboards) (NOCAP)
- 6140-In-State Travel (ISTVL) 6240-Out of State Travel (OSTVL) *Travel Authorization #:* _____
- 6340-International Travel (FTVL) (airfare, hotel, shuttle, cab, Uber, etc) *Travel Authorization #:* _____
- Other; Please specify: _____

Business Purpose:
