

RECEIPT

Tape small receipts here

Attach other backup or receipts behind this cover page

**Auburn University PCard Receipt**

**Cardholder Name:**

**Amount:**

**Fund-Org-Program-Activity: (Use COVID1 activity code if applicable)**

**Circle Account Number or Type Number Here:**

- 70935 **Office Supplies** (Staples, if other please explain)
- 70055 **Express Mail**
- 70155 **Equipment Rental**
- 70250 **Individual Airfare** (Include purpose, itinerary, conf. agenda)
- 70265 **Individual In-State Travel** (Includes rental car gas, NO hotel)
- 70270 **Individual Out-of-State Travel** (Includes rental car gas, hotel)
- 70275 **Individual Registration Fee** (Non-Travel) (Include conf. agenda)
- 70280 **Individual Registration Fee** (Travel) (Include conf. agenda)
- 70290 **Individual Vehicle Rental** (Enterprise/Natl, include purpose & itinerary)
- 70330 **Team/GRP Vehicle Rental** (Enterprise/Natl, include purpose & itinerary)
- 70300 **Team/GRP Travel Air** (Include purpose & itinerary)
- 70325 **Team/GRP Out-of-State Travel** (Include purpose & itinerary)
- 70350 **Business Meals** (Use if all attendees are AU, see meal section below)
- 70360 **Guest Meals** (Use if non-AU attendee present, see meal section)
- 70650 **Institutional Membership**
- 70655 **Individual Memberships** (Include justification)
- 70700 **Job Vacancy Advertisements** (Include copy of the advertisement)
- 70710 **Program Promotional** (Department apparel or promotional gifts)
- 70930 **Gas, Fuel, State Vehicles** (STATE TAG # \_\_\_\_\_)
- 71000 **Computer Equipment under \$5,000** (GovConnect, etc.)
- 71020 **Other Equipment under \$5,000**

**Item & Business Purpose:**

**Contracted Vendors:**

If applicable, why was item not purchased from Staples, GovConnection, Enterprise/National Car Rental, please explain:

**Meals:**

If this is a meal, please include itemized receipt and list attendee names, title/company, and AU business purpose:

**Other Comments:**

Please verify that applicable charges are TAX EXEMPT  
Pcard billing cycle closes on the 8th of each month, and final approvals must be submitted in Banner by the 22nd of each month.