



UW PROCARD DOCUMENTATION

NOT for TRAVEL

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PLEASE TYPE FORM

Instructions

- Please use one form for each transaction.
- Do **not** use ProCards for gifts or any travel (*hotel/airfare/taxi*)
- Please submit documentation within **5 working days** of purchase. (If the purchase is made while traveling, submit **immediately** upon your return.)
- Review your online statement weekly.
- For entertainment expenses, include the following 3 items:
 - ****ORIGINAL ITEMIZED RECEIPTS****
 - Who attended & affiliation
 - Purpose of event

Failure to comply with these stated policies will result in the termination of ProCard privileges.

ProCard User

Name of Cardholder: _____

Program: _____

Telephone/Email: _____

Date Submitted: _____

Transaction Information

Date of Transaction: _____

Vendor: _____

Amount: \$ _____

Budget Number: ____ - ____ Is this a grant? Yes

PCA: _____

Authorized Signature: _____

Object/Sub-Object Code: _____


Transaction No. _____

Add Use Tax: Yes or No

Food/Drink? Yes or No **(If YES, complete meal reimbursement worksheet JSIS-80)**

Description of Transaction:

- If receipt fits in this area, please tape it in this space.
- If receipt does not fit in this area, but is not a full-size page, then tape it to a full-size page and staple to this form.
- If receipt is a full-size page, then attach with staple to this form

 ****If yes, and food +/- drinks were purchased, staple approved budget line item to this form.***

JSIS Business Office Use

Trans ID#: _____

Date Reconciled: _____

Comment: _____