UW PROCARD DOCUMENTATION

NOT for TRAVEL or GIFTS

The Henry M. Jackson School of International Studies
University of Washington, Box 353650

PLEASE TYPE FORM

Reset Form

Instructions

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

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: ____ – ______

PCA: ______________________

Authorized Signature: ______________________

Object/Sub-Object Code: ______________________

Transaction No. ______________________

Add Use Tax: ◯ Yes *or* ◯ No

Meal Purchase: ◯ Yes *or* ◯ No ***(If YES, complete form 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 please tape receipt to a full-size page and attach with staple to this form.
- If receipt is a full-size page, then attach with staple to this form

JSIS Business Office Use

Trans ID#: ______________________

Date Reconciled: ______________________

Comment: ______________________

Submit form to: ***JSIS Accounts Payable, Thomson Hall 4[t] floor Mailroom***