



# UW PROCARD DOCUMENTATION

**NOT for TRAVEL or GIFTS**

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## Instructions

- Please attach all backup documentation to this form electronically
- Please use one form for each transaction.
- Do not use ProCards for travel (*hotel/airfare/taxi*).
- 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:
  - **\*\*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: \_\_\_\_\_ Cost Center \_\_\_\_\_ Work Tag \_\_\_\_\_ Work Tag \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Transaction No. \_\_\_\_\_

Add Use Tax:      Yes    or    No                      [Meal/Food/Drink]      Yes    or    No (*If YES, complete form JSIS-80*)

## Description of Transaction