



**Hart Interdisciplinary Programs  
Business Office**

**Procurement Card  
Transaction Detail**

<p><b>CARDHOLDER NAME:</b></p>	<p><b>INCLUDE RECEIPT AS ATTACHMENT</b></p> <p><i>(Itemized receipt showing payment is needed for back-up)</i></p>
<p><b>DEPARTMENT:</b></p>	
<p><b>VENDOR/MERCHANT NAME:</b></p>	
<p><b>DATE OF TRANSACTION:</b></p>	
<p><b>AMOUNT OF TRANSACTION:</b></p>	
<p><b>IF APPLICABLE, DID VENDOR INCLUDE SALES TAX:</b></p> <p><input type="checkbox"/> YES _____ (AMT OF TAX)      <input type="checkbox"/> NO</p>	
<p><b>ACCOUNT(S) TO CHARGE:</b> <i>(Include Sub Account, if applicable)</i></p>	
<p><b>BUSINESS PURPOSE:</b></p>	
<p><b>DESCRIPTION OF ITEMS PURCHASED:</b></p>	
<p><b>IF APPLICABLE, PI/CHAIR REVIEWER SIGNATURE:</b></p> <p style="text-align: center;"><i>Date:</i></p>	
<p><b>PI/CHAIR REVIEWER NAME (PRINTED):</b></p>	
<p><b>HIP OFFICE USE: KFS Document Number:</b></p>	

***Email completed form and receipt to [hip-purchase@ucdavis.edu](mailto:hip-purchase@ucdavis.edu).***