

Mississippi University For Women Procurement Card

Departmental P Card Purchase Form

Department Name

Organization Number

Month

Follow purchasing laws while using the Procurement Card. Keep ALL invoices and itemized receipts to attach to the end of the month statement.

Purchase Date	Vendor	Transaction Amount	Item(s) Purchased	Authorized Purchaser

Through my signature, I am acknowledging that the purchases listed above comply with the University's Procurement Card Program Guidelines and Procedures.

Signature of Department | Budget Manager | Supervisor

Date