

## CEE Procard Transaction Form

Please attach completed form to original supporting documentation (e.g., itemized receipts, online order records, signed & dated packing slips, etc.); Forward to CEE Fiscal, MORE 201, Box 352700, no later than 1 week after completing transaction. **Questions? Please email [ceefisc@uw.edu](mailto:ceefisc@uw.edu)**

**Reminders:**

- 1 Chemical inventory **required** for certain chemical products, please review EH&S guidelines for details
- 2 Inventory & tagging required for equipment over \$2K; Tax exempted equipment **cannot** be paid with procard
- 3 Itemized receipt, attendee names, & food form **required** for all food purchase. <http://f2.washington.edu/fm/food-approval>
- 4 Contracts involving non-UW vendors should be **reviewed & signed** by the UW Purchasing Office
- 5 Procard limit is up to \$3500 per transaction; never split charges to stay under this limit
- 6 Procard cannot be used for travel related payment; ex: airfare, lodging, meals while on travel status
- 7 UW Procard policy - <http://f2.washington.edu/fm/ps/how-to-buy/procard>

**Cardholder:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Item Type:**

- Biological Assay  
  **Chemical/Chemical Products**<sup>1</sup>  
  Miscs Lab Supplies  
  Office Supplies  
 Conference Registration  
  Member Dues  
  **Computers/Equipment**<sup>2</sup>  
  Software  
  Remote PC Access  
 Subscriptions  
  Books  
  Other \_\_\_\_\_  
 **Food**<sup>3</sup> (please include itemized receipt, attendees names, and if applicable UW food form)

**Business Purpose** (ex: Field supplies for Olympic National Park water reservoir research project):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Transaction Date:** \_\_\_\_\_

**Transaction Amount:** \_\_\_\_\_

Budget No.: (Project/Task Code)	Allocation % or \$	<i>Admin Office Only Amount w/Tax</i>

If goods/services not received, please check box & forward receiving paperwork to CEE Fiscal Team.

**Cardholder Signature:** \_\_\_\_\_

*By signing, I am affirming the following: this is a valid UW business expense, it is allowable on the budget being charged, the goods or services paid have been received unless noted by checking the box above*

\*\*\* Admin Office Use Only \*\*\*

**Trans. ID #:** \_\_\_\_\_

**Object Code:** \_\_\_\_\_

**Confirmation of  
Goods/Svcs Rec'd:** \_\_\_\_\_

**Tax:**     Included     Exempt     UW Will Add

**On-line Review by:** \_\_\_\_\_