

# PURCHASING CARD TRANSACTION DETAIL

Business Operations Center – Davis

Fax: (530) 756-1092

CARDHOLDER:

UNIT:

VENDOR/MERCHANT NAME:	
DATE OF TRANSACTION:	
DATE ITEM(S) RECEIVED:	
AMOUNT OF TRANSACTION:	
IS PURCHASE TAX EXEMPT? IF NO, WHAT WAS THE TAX	Yes:                  No:
DEPT. ACCOUNT TO CHARGE:	

WHAT WAS PURCHASED? <i>Please be specific. 'Pens and copy paper,' not 'office supplies'</i>	
WHY WAS IT PURCHASED? <i>What is the business purpose?</i>	

SUPERVISOR / ACCOUNT MANAGER

***Itemized receipts and packing slips (where applicable)  
MUST be included as proof of purchase & Receipt.***