

UNIVERSITY OF NEBRASKA - LINCOLN
Purchasing Card Program's Transaction Voucher

Date: _____

Requester's Name: _____

Amount: \$ _____

Cardholder's Name: _____

Vendor's Name: _____

Reason why Prime Vendor not used: _____

Business Purpose: _____

Description:

Item Location: _____

Cost Object: _____

G/L Account: _____

When ordering via phone:

Contact Person: _____

Contact's Phone Number: _____

By signing below, as purchaser and cardholder, I affirm that I've authorized this purchase and did not share my

Cardholder's Signature: _____

Approving Official's Signature: _____

Reconciler's Use Only:

Document Date: _____

Posting Date: _____

SAP Document No. _____