COLLEGE OF MEDICINE TUCSON
Physiology

SUBMIT

PCard Purchase Cover Sheet			
Instructions:	1.Ensure purchase is allowed on Pcard (link to list of unallowable items)	2. Complete Coversheet and save the file to your computer.	3.Upload completed coversheet plus invoices/receipts to our PSIO Secure File Upload
Cardholder Name:		**Order Date:**	
Account:		**Sub-Account**	
Travel Authorization # *(if applicable)*			

Vendor Information			
Vendor Name:		**Vendor Phone Number:**	
Vendor website:			

UA Business Purpose/Justification:

Purchase Amount	
Subtotal:	
Sales Tax:	
Shipping/Freight:	
Invoice/Receipt TOTAL	0.00

Business Office Use Only	
KFS Edoc	
Pcard Transaction ID	