

**ARL / UAC / URIC  
PCARD PLUS Use Form**

eDoc#

(To be completed by Cardholder)

<b>Merchant Name:</b>	<input style="width:100%;" type="text"/>						
<b>Meeting/Event Type:</b>	<input type="checkbox"/> Business Meeting	<input type="checkbox"/> Business Entertainment	<input type="checkbox"/> Employee Recognition				
	<input type="checkbox"/> Retiree Farewell	<input type="checkbox"/> Special Event					
<b>Meeting/Event Title:</b>	<input style="width:300px;" type="text"/>	<b>Date of Meeting/Event:</b>	<input style="width:150px;" type="text"/>				
<b>Purchase Description &amp; Purpose:</b>	(Please be specific & indicate the business purpose served. If only UA personnel are present, clearly justify why expenditure is appropriate. Attach agenda and/or program when available.)						
<b>Participating University of Arizona Personnel:</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
<b>Participating Persons Not Employed by The University of Arizona:</b>	<b>Name</b>	<b>Affiliation</b>	<b>Title</b>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>	<input style="width:150px;" type="text"/>				
<b>Large Group Attendees (20 or more):</b>	(If a large group is present & attendee list is not available, state the approx attendee count & their UA dept affiliation.) <table border="1" style="width:100%; margin-top:10px;"> <tr> <td style="text-align:center;"><b>Department or Affiliation</b></td> <td style="text-align:center;"><b>Number of Attendees</b></td> </tr> <tr> <td><input style="width:300px;" type="text"/></td> <td><input style="width:150px;" type="text"/></td> </tr> </table>			<b>Department or Affiliation</b>	<b>Number of Attendees</b>	<input style="width:300px;" type="text"/>	<input style="width:150px;" type="text"/>
<b>Department or Affiliation</b>	<b>Number of Attendees</b>						
<input style="width:300px;" type="text"/>	<input style="width:150px;" type="text"/>						

<b>KFS Account:</b> (No State or Sponsored Accounts)	<input style="width:100%;" type="text"/>	<b>Sub Account:</b>	<input style="width:100%;" type="text"/>	<b>Object Code:</b> (5170 - Business Meeting 5550 - Business Entertainment)	<input style="width:100%;" type="text"/>	<b>Project Code:</b>	<input style="width:100%;" type="text"/>
<b>Subtotal:</b>	<input style="width:100%;" type="text"/>	<b>Tax:</b>	<input style="width:100%;" type="text"/>	<b>Tip:</b>	<input style="width:100%;" type="text"/>	<b>Total Amount:</b>	<input style="width:100%;" type="text"/>

**Cardholder/Purchaser Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Person/ Authorizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_