

**Purchasing Card Reconciliation Form**

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| |  |  | | --- | --- | | Cardholder Name: | Click here to enter text. | | Request Date: | Click here to enter a date. |  |  |  | | --- | --- | | **Amount $:** | Click here to enter text. | | Requester Name: | Click here to enter text. | | Supplier: | Click here to enter text. | | Description: | Click here to enter text. | | Account to Charge: | Click here to enter text. | | Approved by\*: | Click here to enter text. | | ***\*Please include PI approval signature or email for confirmation of purchase and account.*** | | |  | | | Date Order Processed: |  | |

The Purchase Card may **NOT** be used for the following reasons:

* For any Vendor that has Penn PO rights (check BEN Supplier List or [Purchasing website](http://www.purchasing.upenn.edu/buyinfo/suppliers/ben_suppliers.php))
* Any order over $1,000\* (exceptions require prior approval and must be under $5,000)
* Airfare/Car Rentals/Hotels/Travel
* Alcohol
* Antibodies, Drugs and Reagents, Hazardous Materials
* Catering Services (box lunches are acceptable)
* Express Shipping
* Insurance premiums, Medical services
* PayPal and eBay online payment accounts (only upon receipt of prior approval from the Card Program Administrator)