Procurement Card Purchase

Please complete and attach this form with every receipt when a procurement card is used.

Check the category that most appropriately describes the purpose of the transaction:

☐ Conference registration and membership fees

☐ Books for teaching, research, or library

☐ One-time purchase to suppliers that are not in KUALI (under $1000)

REQUIRED--Reason for purchase:

☐ Emergency purchase to suppliers that are in KUALI (under $1000)

REQUIRED--Reason for purchase and state emergency:

The following are never appropriate procurement card purchases:

• Payments to IU departments (use KFS)
• Items on the restricted list
• Recurring monthly charges
• Split or stacked transactions (dividing large purchases into smaller payments to avoid the $1,000 limit)