

Red Rocks Community College

Procurement Card Program - Transaction Header Sheet

This header sheet is to be completed for each purchase made with the Procurement Card and submitted with each invoice/receipt. To help in scanning, **TAPE the invoice/receipt to page, do not staple.**

Vendor **Date of Purchase** **Total Amount**

Sales Tax Charged: Yes No

If YES, MUST circle a choice below and attach backup:

1. Received a refund from the vendor (provide copy of credit receipt from vendor), **OR**
2. Paid the college back for the tax charged (provide copy of deposit at Cashier's Office), **OR**
3. 25 points will be assessed per cardholder, per receipt.

Note: Repeat instances may result in PCard suspension or cancellation.

Conference Registration: Yes No

If YES, provide the following information.

Location

Travel Authorization Form Required Yes No If YES; provide fully signed copy of the form.
(Registration for conferences requiring overnight/out-of-state travel, regardless of who is paying for the travel costs.)

Business Need for Purchase (justification of purchase):

ORG Code	Account Code	Department	Grant (Y/N)	Total Amount

I acknowledge I received the goods and/or services on the invoice/receipt attached.

Signature _____ **Date**

This form is for audit purposes only.

For transactions not previously reallocated, please adhere to the following guidelines. *NOTE:* Requests will be processed around the 5th of the month and may not show up immediately.

- 1 Within the same department or signature authority responsibility – email judy.luhman@rrcc.edu with details of current and desired org and commodity code. Details would include: screen shot or extract from SSB or Banner INB showing specific transaction(s) to be moved.
- 2 Across signature authority responsibility – complete IDI form.

**RECEIPT CAN BE TAPED TO
BACK OF THIS FORM**