



# Washtenaw Community College

## Office of Financial Services P-card Receipt Submission Form

Please attach p-card receipts smaller than 8 ½" x 11" to the front of this page with tape (**do not staple - it will jam in the scanner**). If receipt is larger than this page, use this form as the cover sheet to submit receipt.

**Cardholder:**

**Business reason for purchase:**

**FOAPAL:**

<b>FUND#</b>	<b>PURCHASING ORG#</b>	<b>ACCOUNT#</b>	<b>PROGRAM CODE</b>	<b>BENEFITING ORG#</b>
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- You **must** submit the DETAILED receipts for all purchases, not just the summary receipt
- List all attendees present at meals paid for on p-card (both internal and external meetings)
- Submit receipts to [p-card@wccnet.edu](mailto:p-card@wccnet.edu)