

# Procard Order Reallocation Form

If any Procard order requires a fund transfer, please complete this form and submit it immediately to your Bookkeeper. Be sure to enter the transaction in your monthly log, but do not wait until the end of the month to submit the Reallocation Form. Your Bookkeeper needs the transfer information ASAP.

Name of Cardholder: \_\_\_\_\_

Procard Account's *Speed #, Old Account #* or Name (**NOT** the # on the Procard): \_\_\_\_\_

Date of Order: \_\_\_\_\_ Total \$ of Order: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

\*\*\*\*\*

\* Transfer the charge to Speed #, Old Account #, or Name: \_\_\_\_\_ \*

\* \_\_\_\_\_ \*

\* Approval by the Principal Investigator of the account to be charged, or by the Department Head is required \*

\* \_\_\_\_\_ \*

\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_ \*

\* Principal Investigator OR Department Head \*

\*\*\*\*\*

Fill in the information requested below or attach invoice/receipt

Catalog #	Item	Unit Price	Quantity	Total price
<b>Shipping:</b>				
<b>Total:</b>				

For Bookkeeper's use only: Do Not Fill In information below this line:

Transfer to: Speed # \_\_\_\_\_ Fund # \_\_\_\_\_ Project Grant # \_\_\_\_\_ Account # \_\_\_\_\_

# Procard Order Relocation Form Instructions

As many of you know, placing orders with a Procard is quick and convenient. However, using the charge card can cause the Department difficulties in keeping track of your account balances. This is especially true if you request a **transfer of account funding** for a purchase. If the Bookkeepers aren't aware of this transfer request until your monthly statement is submitted to them, they will have little time to make the appropriate transfers before payment deadlines.

Please review the **Procard Order Reallocation Form**. The Department requests that you **fill out this form for every Procard order that requires a fund transfer to another account**. Please then **return the completed form as soon as possible to the Bookkeeper who handles your Procard account**. **Do not wait to return it with your monthly statement**. You should use the large gray envelopes provided to you for Procard correspondence. You may wish to keep a copy for your own records as well, as it will help you to keep track of your purchases.

## Completing a Procard Order Reallocation Form

- Name of Cardholder:** Your Name
- UMass Account #:** Put down the UMass account's **Speed #**, **or** the **old** UMass account # (i.e. 5-2222) **or** the name (i.e. Hatch, NSF, etc.) that your card is linked with (as some personnel have more than 1 card). **DO NOT WRITE THE PROCARD #** on this form.
- Date of Order:** The date you placed the Procard order
- Vendor Name:** The name of the Company you ordered from
- Total \$ of Order:** The total of your order including shipping and handling
- Cardholder's Signature:** Please check over your information and sign this form
- Transfer:** If you wish the charge for this purchase to be transferred to another account, place that account Speed #, or old account #, or account name here
- P. I. Or Dept. Head :** If you are requesting a charge transfer to a Departmental Account # (i.e. a 2- account), submit this form to the Department Head for signature. If you are requesting the charge to be transferred to another Principal Investigator's account, get his/her signature here.
- Invoice:** If your charge was made at a store, please attach the itemized store receipt to the Procard Order Reallocation Form.  
If you ordered by phone, please request the vendor to fax you an invoice (not a bill). Attach that invoice to the Procard Order Reallocation Form.  
If you do not have an itemized receipt promptly available, please fill in the information in the space provided on the form.
- Return the form ASAP:** **Send the completed form to your Bookkeeper immediately. Do not wait for your monthly statement!** You should send any **subsequent** invoices and packing slips to your Bookkeeper along with your regular monthly statement, completed monthly log, and other invoices, receipts, and packing slips.