Procard Order Reallocation Form

If a charge on your Procard requires a fund transfer, please complete this form and submit it immediately to your Procard Records Manager. Do not delay! Please include backup documentation, such as an e-mail or award letter, if the new speedtype is outside your department.

Name of Cardholder:______________________________

Procard Account's **Original** Speedtype: ______________ Last 4 digits of card: __________

Date of Order:__________________ Total $ of Order:________________

Vendor Name:______________________________

Cardholder's Signature:______________________________

Transfer the charge to **NEW** Speedtype #**:** ______________

Approval by the Principal Investigator of the account to be charged, or by the Department Head is required.
Please include backup documentation (e.g. email or award letter) if the new speedtype is outside of your department.

Signature:______________________________Date:________________

Principal Investigator or Department Head

Charge details: Fill in the information requested below or attach a COPY of an invoice/receipt**. Please save the original receipt to attach to your monthly statement.**

Date	Item	Unit Price	Quantity	Total price
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping:	
			Grand Total:	0.00

For office use only. Do not fill in information below this line.

Transfer to: Dept ID:______________ Fund:____________ Speedtype:_______

Project Grant #: ________________ Account #:_________ Initials/Date: _______ Verified Summit:____________

08/25/15

Procard Order Reallocation Form Instructions

As you know, placing orders with a Procard can be 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 funding for a purchase. If the Procard Records Manager isn't aware of this transfer request until your monthly statement is submitted to him/her, s/he may not have time to make the appropriate transfer(s) before payment deadlines. In that event, a Non-Payroll Cost Transfer will have to be completed instead.

Please fill out this form for every Procard order that requires an expense to be transferred to another account, then return the completed form as soon as possible to your Procard Records Manager. Do <u>not</u> wait to return it with your monthly statement. Please keep a copy for your own records as well.

Name of Cardholder: Your name.

Procard's Original Speedtype #: The current speedtype to which the card is linked.

Last four digits of card: Required.

Date of order and *Total $ of order*: The date and amount of the charges on the card.

Vendor name: The name of the company from which you ordered.

Cardholder signature: Please review your information and sign this form.

Transfer the charge to the new speedtype: Place the new speedtype here.

Signature: If you are requesting a charge transfer to a different departmental account, submit this form to that department's Chair for signature. If you are requesting the charge to be transferred to another Principal Investigator's account, s/he should sign here.

Charge details: Fill in all the necessary information. If available, please attach a **COPY** of the itemized receipt. Please save the **ORIGINAL** receipt to submit with your monthly Procard statement. **Send the completed form to your Procard Records Manager immediately.** Do not wait for your monthly statement!

If you have any questions, please contact the BCTR office or your Records Manager and we will be happy to help.

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