Notification of Items Purchased on PCard and Shipped to Residences

This form is to be completed by each PCard holder and approved by that employee's supervisor for all purchases made using the PCard and shipped to an off-campus address. This notification process has been developed after consultation with peer institutions in Arkansas. As a reminder all purchases related to COVID-19 spend must be reported using a separate form located here.

The allowance for shipments to any address other than an official University location is only permitted during the COVID-19 Public Health Emergency.

Instructions:

Cardholder Email:

Cardholder: Complete all fields. You may enter multiple purchases on each form you submit. Upon completion of the form forward the form via email to your supervisor. Submit approved form with your PCard log.

Supervisors: Forward form with your approval indicated via email to purchasing@atu.edu and CC the cardholder. This will allow the cardholder to have the approved form to submit with PCard log.

By completing, submitting, and approving this form I agree that all property purchased on the PCard and delivered to an address other than an on-campus address remains the property of ATU and will be returned to ATU upon employee's return to on-campus duties.

returned to ATU upon employee's return to on-campus duties.
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Date of Submission:
Cardholder Name:

Date of Purchase	Description of Item	Purpose of Purchase (online instruction, continuity of operations etc)	Employee Purchased For