RECORD OF NON-P.O. PURCHASES USING PCARD OR ON CAMPUS EXPENDITURE

DATE	RESPONSIBLE PERSON	INDEX	SUPPLIER	DESCRIPTION OF ITEM(S)	COMMENTS

Please include a copy of all invoices, receipts or documentation and fax to 7-1077 or send UMC 2400

Equipment Management Office
Phone 7-1999, Fax 7-1077
UMC 2400