

**UNIVERSITY OF NEBRASKA - LINCOLN**  
**CEHS Purchasing Card: Transaction Voucher**

**Requestor Information:**

Requestor's Name: \_\_\_\_\_  
Cardholder's Name: \_\_\_\_\_

**Order Information:**

Merchant Name: \_\_\_\_\_

Order Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

(If Registration) Concur Trip Number: \_\_\_\_\_

Service/Goods Receipt Date: \_\_\_\_\_

Invoice Received via, *check one*: Website    Email    Fax    At Vendor    With Shipment    or Mail

**Packing slip received: Yes    No**

**Description of item(s): (at a minimum: higher-valued items; specific, lay terms)**

**Business Purpose (required, check one):**

<b>Supplies</b>	<b>Resale</b>	<b>Research/lab</b>	<b>Instruction</b>	<b>Marketing/Advertising</b>
<b>Employee Development</b>		<b>Repairs/Maintenance</b>	<b>Extension/Outreach</b>	<b>or Other</b>

**Accounting Information:**

Cost Object: \_\_\_\_\_ G/L Account: \_\_\_\_\_

Cost Object: \_\_\_\_\_ G/L Account: \_\_\_\_\_

Cost Object: \_\_\_\_\_ G/L Account: \_\_\_\_\_

**Cardholder Information:**

*By signing below, as purchaser and cardholder, I affirm that I've authorized this purchase and did not share my card:*

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

**Approval:**

Funding Departmental Approval : \_\_\_\_\_ Date: \_\_\_\_\_  
(as needed)

Approving Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

**Reconciler Information:**

Document Date: \_\_\_\_\_

Posting Date: \_\_\_\_\_

SAP Document No. \_\_\_\_\_