



# Medical School EFS PCard Form



All information is required unless noted otherwise.

Entry by PE into PeopleSoft will not occur until this form is fully completed.

<b>Requestor*:</b>		<b>Date:</b>	
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\*The requestor certifies that this purchase is in compliance with the University of Minnesota's Purchasing Code of Ethics.

### Vendor Information:

<b>Vendor Name:</b>			
<b>Vendor ID#</b>		<b>Vendor Phone:</b>	
<b>Vendor E-Mail:</b>			
<b>Vendor Payment Remit To Address:</b>			
Vendor remit-to address is very important: without it, payment will not be made in a timely fashion.			

### Items:

Qty	Item Number	Description	Price	Total	Account**

\*\* Use only if different lines are charged to different accounts

### Chart of Accounts String (Ask PE if Unknown):

<b>Fund:</b>		<b>DeptID:</b>		<b>Account:</b>		<b>Program:</b>	
<b>***EmpID:</b>		<b>CF1:</b>		<b>CF2:</b>			

### Justification (The 5 W's):

<b>Who:</b>					
<b>What:</b>					
<b>Where:</b>		<b>When:</b>			
<b>Why AND <u>Benefit for UMN:</u></b>					

**Department Approver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*\*\*Employee ID is only required when an expense is tied to a EFS chartstring.

All receipts must be taped to one side of a clean sheet of paper for imaging - No scratch or recycled paper!

DO NOT tape over printing on receipts as tape adhesive makes printing disappear very quickly!

Keep a copy of this form for your records. Rev: 10/13/2011