

USC PURCHASING CARD TRANSMITTAL FORM

TO BE COMPLETED BY CARDHOLDER:

1) CARDHOLDER NAME

2) VENDOR NAME

IF PURCHASED FROM AMAZON, IS THIS AMAZON BUSINESS?

YES
 NO

3) TRANSACTION DATE

4) TRANSACTION AMOUNT

5) **WAS THIS PURCHASE MADE FROM AN OUT-OF-STATE VENDOR TO BE USED ONLY OUT-OF-STATE?**

YES
 NO

6) **IF THIS RECEIPT IS FOR THE PURCHASE OF BOOKS THAT ARE USED IN A COURSE OF STUDY (DIRECTLY IN THE CLASSROOM), PLEASE CHECK THIS BOX (THE PURCHASE IS TAX EXEMPT):**

	DEPT	FUND	PROJECT NUMBER	MATCHING (ANALYTICAL)	AMOUNT (if not 100% of charge)
7) 1ST ACCOUNT TO BE CHARGED	216100				
2ND ACCOUNT TO BE CHARGED	216100				
3RD ACCOUNT TO BE CHARGED	216100				

8) By signing below, I certify that:

- a) all charges are fair and reasonable, and are appropriate to the fund(s) listed.
- b) all items have been received. If not, please explain: _____
- c) all items are for official USC use only.
- d) the cardholder is the purchaser.
- e) Amazon purchase is made only from Amazon Business

CARDHOLDER'S SIGNATURE



PI SIGNATURE (If cardholder is not PI of grant)

IS CARDHOLDER PURCHASER?

IS RECEIPT ATTACHED?

IS ITEMIZATION PROVIDED?

IF REQUIRED, IS LAB FEE MEMO ATTACHED?

IF REQUIRED, IS MEMBERSHIP MEMO ATTACHED?

NOTE :