Procurement Card Tours and Tickets Form

This form needs to be emailed in to IsaacBalasundaram@MissouriState.edu prior to the event!

Kindly confirm the following:

Alcohol will **NOT** be charged to the P-Card.

This transaction is in compliance with the university's **Procurement Card Policy** and **Fiscal Policy**.

Cardholder name: **Department name:**

Business purpose of the event:

Vendor name: **Date of event:** **Amount:**

Location of event:

List of Attendees:

(A list of attendees can be emailed separately in a word/excel document)

Name	Faculty/Staff	Student	Non-University