



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](#).

Note: If the event is on-campus and above \$200 you will need to either go through **Chartwells Catering** or obtain a waiver from them. Kindly contact Teri Trickey, Chartwells Catering Director at TeriTrickey@MissouriState.edu.

List of Attendees:

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

[illegible]