

USC PURCHASING CARD TRANSMITTAL FORM

TO BE COMPLETED BY CARDHOLDER:

- 1) CARDHOLDER NAME
- 2) VENDOR NAME
- 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	CLASS	MATCHING (ANALYTICAL)	AMOUNT (if not 100% of charge)
6) 1ST ACCOUNT TO BE CHARGED	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>
2ND ACCOUNT TO BE CHARGED	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>
3RD ACCOUNT TO BE CHARGED	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 50px; height: 15px;" type="text"/>

- 7) 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.

CARDHOLDER'S SIGNATURE

PI SIGNATURE (If cardholder is not PI of grant)

Please submit **ITEMIZED RECEIPT** with this transmittal form.

TO BE COMPLETED BY LIAISON:

- IS CARDHOLDER PURCHASER?
- IS RECEIPT ATTACHED?
- IS ITEMIZATION PROVIDED?
- IF REQUIRED, IS LAB FEE MEMO ATTACHED?
- IF REQUIRED, IS MEMBERSHIP MEMO ATTACHED?
- IS ENTRY POSTED TO EAGLS?