|  |  |
| --- | --- |
| **Pcard or T&E Card Receipts**  **(Note:  Please include itemized receipts)** | |
| **Please indicate if receipts are for**  **Pcard or T&E Card:** |  |
| **P-Card/T&E Card Holder:** |  |
| **CFS (or account name):** |  |
| **Purpose/Description:** |  |
| **Are any expenses for meals?**  **-If yes, did fewer than 8 people attend?**  **-If yes, please provide names of attendees.** |  |
|  |  |