**ELECTRONIC APPROVAL REQUEST FOR EXPENSES BEING CHARGED TO A SPONSORED PROJECT RESEARCH GRANT USING A LAFAYETTE COLLEGE P-CARD**

* ***Please complete the form and forward to the Office of Sponsored Programs for Approval prior to placing a credit card order.***
* ***Once the charge shows up on the credit card statement on-line, forward the form marked received and charged at bottom and send to Office of Sponsored Programs.***
* ***Signature approval for all Grant account P-Card charges must be on the reconciliation report after each charge.***

***PLEASE COMPLETE FOR ALL TRANSACTIONS***

**Department: Professor:**

**P-Card Holder: Phone Extension:**

**Amount to be Charged: Order Date:**

**Current Grant (Banner Balance): Date Needed:**

**Outstanding P-card charges not on Banner budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**1. Please list the Vendor Name and Address:**

**2. Please list the item(s) being ordered, quantity and price of each or attach a copy of the vendor quote:**

**List the Grant Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***COMPLETE AND CONTACT THE PROCUREMENT AND PAYMENT SERVICES OFFICE IF OVER $5,000.00 Limit on P-Card***

***CAMPITAL EQUIPMENT: \_\_\_\_\_\_\_YES:***

***PLEASE COMPLETE FOR ALL TRANSACTIONS  
   
 FOAPAL TO CHARGE: APPROVED BY:* Fund:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sponsored Programs Approval**

**Orgn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_**

**Program:**   **Date Received & charged:**  **\_\_\_\_/\_\_\_\_/\_\_\_\_**

Signature of Receiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_