

Astronomy Purchasing Card Transaction Justification Form

Date	Vendor	Amount	Fund	Program	Project	Account	Fin. Empl ID	CF1	CF2

Proof of Purchase: Please please paper clip receipt(s) to this document.

Justification : Please provide an explanation of how this purchase relates to and benefits the research or education mission of the projects being charged.

What was purchased?:

Who was it purchased for if not for yourself?:

When? If a trip, what are the trip dates?:

Where was it purchased?:

Why? How does the purchase serve the university mission? If for a grant how does it relate to the project (directly benefit the grant)?

Card Holder's Signature	Date	Prin. Investigator's Signature	Date