

HAS PURCHASING CARD USE FORM - TO BE SUBMITTED WITH RECEIPTS - Revised 09.20.16

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|---------------------------------|---------------|----------------------------|--------------------|
| Vendor | | Receipt No. | |
| User Name | | Purchase Date | |
| List Each Item Purchased | Amount | KFS Account | Sub Account |
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| Subtotals | | Name of PI Approver | |
| Sales Tax | | HAS Log No. | |
| Shipping | | Travel Auth No. | |
| Tip < 20% | | Docket No. | |
| Total Amount Charged | | | |

Purpose for purchase and how it relates to and benefits the account charged:

PI Signature (Blue Ink): 

| | |
|---------------------------------|--------------|
| BUSINESS OFFICE USE ONLY | |
| Reconciler Initial: | Date: |
| Approver Initial: | Date: |