



Washington University in St. Louis
Procurement Card Program
Additional Supporting Documentation Form

Date of Event: _____ **Transaction Amount:** _____

Place of Event: _____

Specific business/project purpose of the event: _____

Relevance of the event to advancing the mission of the University and expected benefit to be derived: _____

Names, titles, and relationships of the people in attendance to the University and/or sponsored project. For large parties or receptions (12 or more attendees), the number of people in attendance and the makeup of the group is acceptable: _____

Dean's Level Approval (require on all entertainment and social expense greater than \$50):

Name (please print)

Signature

Date

Original receipt or invoice containing details (not just totals) must be attached.