



# P-Card Expense Documentation Form

## GW Department of Anthropology

**Section 1** - The individual borrowing the P-card **must** complete this portion

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**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Total Amount Spent:** \_\_\_\_\_

**What type of expense is this?** (check one) (  ) Department Event (  ) Travel Expense (  ) Supply Purchase

**Description and business purpose of expense:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_ (if applicable)

**If this is for an event, please list the name of each participant or attach a guest list. Make sure the affiliation of each person listed is included.** \_\_\_\_\_

**Was Alcohol Purchased? (Check one)** (  ) Yes (  ) No

If alcohol was purchased, please indicate on the receipt which charges are alcohol-related.

**Total amount spent on alcohol:** \_\_\_\_\_

**Was an itemized receipt available?** (  ) Yes (  ) No

**Was this a department sponsored event?** (  ) Yes (  ) No

**Alias to be charged:** \_\_\_\_\_

**Is this purchase to be paid for by a PI's grant?** (  ) Yes (  ) No

**PI:** \_\_\_\_\_ **Alias** \_\_\_\_\_

Please attach your receipt(s) and/or invoice(s) to this page. If this is for an event, and you need to attach a guest list, please include that with this sheet as well.