

Instructions for filling out the Shipping/Receiving and Receipt P-Card Form

Place a check in appropriate receipt box:

1. Purchase is to be shipped to CREC in the shipping and receiving area.
2. Purchase made in a store, gas station, downloadable software, etc.

Please attach all documents to the form. Gas receipts with Vehicle/Tag #'s, store receipts, invoice, confirmation of order, sales order, and/or any supporting documents for the order placed on the P-Card. If your attached paperwork is itemized, quantity and description can be listed as: "SEE ATTACHED". **All orders require general justification to be filled in under this area.**

Print Card Holder Name: Print your name legibly

Card Holder Signature: Sign your name

P I Signature: Please have the person responsible for the budget on the purchase sign. For most purchases, this will be the professor in charge of the grant or Supervisor of Infrastructure. If you are the Card Holder and the person in charge of the budget, please sign once as the P I Signature.

UFID #: This would be the UFID of the person in charge of the budget (PI).

Vendor Name: Who you placed your purchase with

Order Date: Date you placed the order

Confirmation #: When placing an order to be shipped, the vendor should give you a confirming order #; that is the # to place on the form.

THE CHARTFIELD BOX: The items listed in the box are the #'s to charge the approved purchase to. If you are placing the order on a project approved by the PI, the project # is all we need. If it is a federal project (201 fund), a CRIS REEport # is required.

If attached paperwork is not itemized, the quantity and description area must be filled out.

Qty: Quantity of items purchased

Material Description/Justification: Description of purchase and Justification

Catalog #: Merchant's catalog #

Unit Price: Price of one item

Total: Quantity times the # of items purchased

Estimated Shipping Cost: The amount the merchant will charge you to ship the item

Grand Total: Total amount to be charged to your P-Card

When the item for shipping and receiving has been delivered, infrastructure staff will check it in and call you to pick up the merchandise. You will review the order and sign for pick up. This will then be delivered to the Business Office for processing.

Please refer to the Business Office website for forms and instructions. Website address is <http://www.crec.ifas.ufl.edu/services/businessoffice/>