



## Purchase Request/PALCard Purchase or Payment

Please submit the completed Purchase Request/PALCard Purchase of Payment Form to Procurement Analyst (Sydney Vuong) within **5 business days** of the event to ensure timely processing of your reimbursement.

**Requested by:**

**Date:**

*(required to process)*

**KFS Account Number/Project Code:**

**Amount \$:**

**Authorized Signature to Charge Account:**

**Vendor Name:**

If you have an order form or quote from vendor, attach documentation.

**Payment for:**

Software

Subscription

Memberships

Supplies/Materials

Publications

Registration Fees  
*non-travel related*

Other: explain:

**Detailed description and purpose of purchase/payment**

**Original Receipt(s)**

Provide Invoice  
If paid by PALCard need to show proof of payment  
Provide itemized receipts