Purdue Research Foundation Department Card Sign-Out Sheet

Business expenditures that are unallowable on PRF funds will result in reimbursement of charges by the employee. Personal expenditures will result in reimbursement of charges and/or disciplinary actions that can include suspension, termination, and prosecution under state and federal law.

Date/ Time	Signature	Vendor Name	Purpose/Description of Activity (Must be detailed description of activity to make allowable determination)	Requested Amount	Actual Amount	Approval

PLEASE NOTE:
Completion of this form is required before use of the PRF Commercial Card. Return the Commercial Card and the original, itemized receipts to the business office within 24 hours.
The PRF card is NOT TAX EXEMPT. You will need to pay sales tax!!!!