



**Controller's Office
P-Card Purchasing Shared Service Form**

Requester Information

Name		USC ID	
Email		Phone Number	

Purchase Information

Merchant		Amount	
Description of Purchase:			

Price above includes sales tax

☐

Yes

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No

Chartfield

Operating Unit	Department	Fund	Account	Class	PC Bus. Unit	Project	Activity	Cost Share

Note: Department approval should follow the workflow approver for the department listed above, consistent with Requisitions, Payment Requests, and Expense Reports.

Requestor Signature

Date

Level 1 Approval Signature

Date

Level 2 Approver Signature

Date

Dean, Chancellor, or VP (if required)