

UCI Student Life And Leadership
PAL Card Requisition Form
[Purchasing Methods Guide](#)

Program Title: _____

*KFS Account #	Sub Acct #	Object	Sub-Object	Project	Org. Ref. Id	*Amount

*required field

If split funded with another SLL department, complete the additional accounting line below:

*KFS Account #	Sub Acct #	Object	Sub-Object	Project	Org. Ref. Id	*Amount

*required field

Vendor Information				Submitted By		Extension #	
Name				<input type="checkbox"/> On Site Purchase <input type="checkbox"/> Phone / Web Order			
Contact							
Address				Ship To/Delivery Location			
City _____ State _____ Zip _____				Name _____			
Phone _____ Fax _____				Address _____			
Order Date		Date Needed		City _____ State _____ Zip _____			
				Phone _____ Fax _____			

(List items or check if list is attached) ☐

Item #	QTY	Unit	Description	Unit Price	Total Price
1					
2					
3					
4					
5					
6					

*Please attach supporting documentation (i.e. invoice, agenda, flyer, sign-in sheet, recipient list, copy of print order, receipt, etc.) If a gift was purchased, a list of recipients is required. If food was purchased, why was it necessary to complete the order of business? Food provided over a meal time needs further justification. A sign-in sheet is required as supporting documentation for all food purchases.

Total	
Subtotal	
Tax	
Shipping	
Total Amount	
Use Tax (BSO Only)	

TAX EXEMPT ITEMS

1. Subscriptions, memberships, registration fees, maintenance services and software downloads are some examples of purchases exempt from CA sales tax.

Please describe the purchase and explain why it was necessary to conduct university business (400 characters max):

Non-PAL Card	
Holder Name Printed _____	Date _____
PAL Card User Name Printed _____	
PAL Card User Signature _____	Date _____
Authorized Signature _____	Date _____